

Translate text on Slide 1 to Italian.

WRITTEN COMMUNICATION

STANDARDS FOR ASPEN FALLS EMPLOYEES



Change the Font on Slide 1 to Franklin Gothic and remove the Animation from the Smart Art Shape.

BUSINESS LETTERS

- Use block format
- Templates and sample letters on shared drive
- Be clear and concise
- Use a respectful and polite tone
- Proofread for grammatical and formatting errors
 - Ask another person to proofread
- Use Office 2010 Proofing Tools

MEETING MINUTES AND AGENDAS

- Use template on shared drive for all agendas and minutes
- Be clear and concise
- Proofread for grammatical and formatting errors
 - Ask another person to proofread
- Use Office 2010 Proofing Tools

Add Timings so that all slides in the presentation advance automatically after 10 seconds.

EMAIL COMMUNICATION

- Use a greeting
- Be brief
- Link important information
- Use a respectful and polite tone
- Do not use a casual tone – this is not your personal email!
- Use a closing
- Use a signature

Save as a PowerPoint Show named
Lastname_Firstname_p09_Standards_Show.