

## Example 1

Event poster in the kitchen:



## Example 2

A news item in the weekly e-newsletter:

The Fundraising team is pleased to announce that we have just agreed a 2-year deal with Moneybags Ltd, a national financial advice company. We will be their corporate charity for the next 2 years. We worked really hard to get their support, had lots of meetings with them and finally convinced them that we are worth supporting.

## Example 3

### **An operational announcement on the intranet:**

In order to bring about cost savings for our organisation, the Finance department has introduced a fantastic new process for paying invoices. This new process will come into effect from 1 May 2012. Over the following year we hope to save £100,000, which we will be able to use for refurbishing our day centres and changing the lives of people with disabilities.

If you have regular contact with suppliers who invoice us, please discuss this change with them to support the official notification that the Finance department will send to them.

Please contact Bina Kumar, Head of Finance, if you have any questions.

## Example 4

### **All staff email:**

Today it was necessary to close down the email system for two hours due to a failure in the data backup proxy server. An engineer was on site as soon as possible. He had to work very hard for the next few hours and he was able to replace the high density fibre cable which leads to the SCART socket and data transmission sub-connect. He then located the DLL and extracted it from the commission area to re-start the system.

I am pleased to say that email is now restored, thanks to the hard work of my team.

Bob Smith  
Head of IT