

Memos

Alison Plus

Memos from the Chairman Alan C. Greenberg,1996-01-01 The chairman of the board of Bear Stearns investment bank shares his innovative approach to business in a collection of witty, trenchant, and inspirational thoughts on success, bureaucracy, arrogance, telephone manners, and other topics.

Torture Memos David Cole,2009-09-08 On April 16, 2009, the Justice Department released never-before-seen secret memos describing, in graphic detail, the brutal interrogation techniques used by the CIA under the Bush administration's "war on terror." Now, for the first time, the key documents are compiled in one remarkable volume, showing that the United States government's top attorneys were instrumental in rationalizing acts of torture and cruelty, employing chillingly twisted logic and Orwellian reasoning to authorize what the law absolutely forbids. This collection gives readers an unfiltered look at the tactics approved for use in the CIA's secret overseas prisons—including forcing detainees to stay awake for eleven days straight, slamming them against walls, stripping them naked, locking them in a small box with insects to manipulate their fears, and, of course, waterboarding—and at the incredible arguments advanced to give them a green light. Originally issued in secret by the Office of Legal Counsel between 2002 and 2005, the documents collected here have been edited only to eliminate repetition. They reflect, in their own words, the analysis that guided the legal architects of the Bush administration's interrogation policies. Renowned legal scholar David Cole's introductory essay tells the story behind the memos, and presents a compelling case that instead of demanding that the CIA conform its conduct to the law, the nation's top lawyers contorted the law to conform to the CIA's abusive and patently illegal conduct. He argues eloquently that official accountability for these legal wrongs is essential if the United States is to restore fidelity to the rule of law.

The Memo Minda Harts,2019-08-20 From microaggressions to the wage gap, The Memo empowers women of color with actionable advice on challenges and offers a clear path to success. Most business books provide a one-size-fits-all approach to career advice that overlooks the unique barriers that women of color face. In The Memo, Minda Harts offers a much-needed career guide tailored specifically for women of color. Drawing on knowledge gained from her past career as a fundraising consultant to top colleges across the country, Harts now brings her powerhouse entrepreneurial experience as CEO of The Memo to the page. With wit and candor, she acknowledges ugly truths that keep women of color from having a seat at the table in corporate America. Providing straight talk on how to navigate networking, office politics, and money, while showing how to make real change to the system, The Memo offers support and long-overdue advice on how women of color can succeed in their careers.

Send Me a Memo Dianna Daniels Booher,1984 Gathers more than a hundred sample memos covering a variety of situations, including complaints, dismissals, transmittals, confirmations, and welcomes

Just Memos Laurel Currie Oates,Anne Enquist,2022-01-31 Just Memos: Preparing for Practice, Sixth Edition

Memos to the President Charles Schultze,2011-01-01 When policymakers are in need of economic advice, professional economists are never far away. Policymakers, journalists, and citizens all rely on experts to explain various economic developments and policy proposals. While it is fortunate that experts are close at hand, those concerned with choosing or evaluating economic policies should themselves have an understanding of how the economy works. Unfortunately, many policymakers and interested citizens currently lack such knowledge; and they need to know at the least the basics of macroeconomics to make informed decisions on their own. In this insightful book, Charles L. Schultze employs an imaginative format for explaining to busy policymakers and citizens how the economy works and what issues are likely to affect macroeconomic policy. He imagines that the next president has promised to devote one hour a week to learning about key economic principles and has asked the chairman of the Council of Economic Advisers for instruction. The book is written as a series of memos to the president on the principles and policy issues that should be understood before making macroeconomic policy judgements. A former chairman of the Council of Economic Advisers himself, Schultze clearly explains the key relationships as a background for policy decisions—relationships among domestic and foreign economic forces, and government policies and economic outcomes. The memos rely heavily on the use of real-world examples from recent economic events and policy debates. They focus principally on such policy-related issues as inflation, unemployment, long-term economic growth, and the flow of international trade and capital. The series of short, easy-to-read memos is divided into three groups: the first presents the background, explaining why it is particularly important for policymakers to distinguish between those economic forces that affect total demand in the economy and those that affect total supply; the second addresses the problem of economic stability; and the third looks at long-term economic growth.

Memos to the President Mark A. Abramson,2001 Memos to the President: Management Advice from the Nation's Top Public Administrators provides eighteen memos to President George W. Bush about the management challenges facing his administration. Experts in public administration and public management give the President advice on four major management challenges: creating an electronic government, reforming regulations, revitalizing public service, and implementing performance management. The volume grows out of the work of the Government Performance Coalition, an ad hoc group of fourteen academic and nonprofit organizations united by their concern for improving the quality of government management.

Memos Susan Terris,2015 A chapbook of epistolary and intimate memo poems

The Drone Memos Jameel Jaffer,2010-01-12 "A trenchant summation" and analysis of the legal rationales behind the US drone policy of targeted killing of suspected terrorists, including US citizens (Publishers Weekly, starred review). In the long response to 9/11, the US government initiated a deeply controversial policy of "targeted killing"—the extrajudicial execution of suspected terrorists and militants, typically via drones. A remarkable effort was made to legitimize this practice; one that most human rights experts agree is illegal and that the United States has historically condemned. In The Drone Memos, civil rights lawyer Jameel Jaffer presents and assesses the legal memos and policy documents that enabled the Obama administration to put this program into action. In a lucid and provocative introduction, Jaffer, who led the ACLU legal team that secured the release of many of the documents, evaluates the drone memos in light of domestic and international law. He connects the documents' legal abstractions to the real-world violence they allow, and makes the case that we are trading core principles of democracy and human rights for the illusion of security. "A careful study of a secretive counterterrorism infrastructure capable of sustaining endless, orderless war, this book is profoundly necessary." —Katrina vanden Heuvel, editor and publisher of The Nation

A+ Guide to Internal Legal Memos Alison Plus,2016-06-01 You must write an internal legal memo, either for school or for internal use in a law firm or other legal practice setting. This booklet can help you by showing you the complete process of writing an internal legal memo. This practical, systematic method will start with a basic

discussion of the purpose of the memo and end with a final proofreading. In between that first and last step, you will learn how to write each section of an internal legal memo, section by section. These sectional breakdowns show you exactly what to include in different places within the memo. You will no longer need to guess what to write and where to write it. By using the breakdown, the various pieces of the document will work together to create a coherent and complete memo. For the purposes of this booklet, it does not matter if you skip around and take the sections out of order. The booklet will proceed in the pattern most internal legal memos adopt: Heading Questions Presented Short Answer Facts Table of Authorities Discussion Conclusion This booklet not only helps you draft an internal legal memo, but it shows you a critical thinking process important to the practice of law. Working the sections carefully the first time will teach you the method. Then, when you must write another internal legal memo, use this booklet as a reference to help you remember what each section must include. The more you use the method, the easier it will be.

Memos to God Alexander Andrews, 2009-03-01 Memos to God asks all sorts of indelicate questions that only God can answer and passes along anecdotes and tidbits that God might find interesting or amusing.

Memos from the Chairman Alan C. Greenberg, 1996-03-01 "Ace Greenberg did almost everything better than I do—bridge, magic tricks, dog training, and arbitrage—all the important things in life." —WARREN BUFFETT Alan C. Greenberg, the former chairman of Bear, Stearns, and a celebrated philanthropist, was known throughout the financial world for his biting, quirky but invaluable and wise memos. Read by everyone from Warren Buffett to Jeff Bezos to Tom Peters ("I love this book," the coauthor of *In Search of Excellence* said), Greenberg's MEMOS FROM THE CHAIRMAN comprise a unique—and uniquely simple—management philosophy. Make decisions based on common sense. Avoid the herd mentality. Control expenses with unrelenting vigil. Run your business at the highest level of morality. Free your motivated, intelligent people from the chain of command. Always return phone calls promptly and courteously. Never believe your own body odor is perfume. And stay humble, humble, humble.

Memos to the Governor, Third Edition Dall W. Forsythe, Donald J. Boyd, 2012-08-30 This revised and updated edition of *Memos to the Governor* is a concise and highly readable guidebook that explains in clear, understandable prose the technical, economic, and political dynamics of budget making. Updated with many new examples of budget quandaries from recent years, this book helps current and future public administrators untangle the knotty processes of budget preparation and implementation. Authors Dall W. Forsythe and Donald J. Boyd outline the budgeting process through a series of memos from a budget director to a newly elected governor—a format that helps readers with little or no background understand complicated financial issues. They cover all of the steps of budget preparation, from strategy to execution, explaining technical vocabulary, and discussing key topics including baseline budgeting, revenue forecasting, and gap-closing options. Forsythe and Boyd bring fresh insights into such issues as the importance of a multiyear strategic budget plan, the impact of the business cycle on state budgets, the tactical problems of getting budgets adopted by legislatures, and, of course, the relationship between governor and budget officer. *Memos to the Governor* is a painless, practical introduction to budget preparation for students of and practitioners in public administration and public-sector financial management.

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Draplin Design Co. Aaron James Draplin, 2016-05-17 A funny, colorful, fascinating tour through the work and life of one of today's most influential graphic designers. Esquire. Ford Motors. Burton Snowboards. The Obama Administration. While all of these brands are vastly different, they share at least one thing in common: a teeny little bit of Aaron James Draplin. Draplin is one of the new school of influential graphic designers who combine the power of design, social media, entrepreneurship, and DIY aesthetic to create a successful business and way of life. *Pretty Much Everything* is a mid-career survey of work, case studies, inspiration, road stories, lists, maps, how-tos, and advice. It includes examples of his work—posters, record covers, logos—and presents the process behind his design with projects like *Field Notes* and the "Things We Love" State Posters. Draplin also offers valuable advice and hilarious commentary that illustrates how much more goes into design than just what appears on the page. With Draplin's humor and pointed observations on the contemporary design scene, *Pretty Much Everything* is the complete package.

The Milk Memos Cate Colburn-Smith, Andrea Serrette, 2007-03-15 This one-of-a-kind guide to balancing motherhood and work is based on actual journals kept by a group of IBM women during their visits to the company's employee lactation room. It all began when IBM manager Cate Colburn-Smith sat down in the company's employee lactation room, shed a few silent tears, and wrote the following on a paper towel: I'm a new mom and today is my first day back at work. Is anyone else using this room? Right away women responded, and the paper towel was eventually replaced by a series of notebooks, in which women offered one another advice and support on juggling work and a newborn. Based on the original notebooks, *The Milk Memos* is a heartwarming, encouraging (and often hilarious!) guide to working motherhood. It's one of the most existential moments any woman will face: sitting in a small room tucked away in the bowels of your company, pumping breast milk for a child so close to your heart—yet, at that moment, so far away. *The Milk Memos* records the voices of mothers who, while struggling with the difficulties of blending their two lives, prove that women don't have to choose between work and family. Their thoughts on how it can be done will inspire women everywhere. This invaluable book weaves the actual *Milk Memos* journal entries with information-packed sections on such topics of great concern to working moms as: - finding a private place to pump breast milk at work and establishing a routine that you can maintain despite your busy workday; - establishing the right daycare solution; - getting a decent night's sleep with a new baby so that you can shine (or at least glimmer!) during business hours; and - negotiating flextime, part-time, or a job share with an employer. The

ultimate gift for any new mom who will soon return to work, *The Milk Memos* is destined to become a classic on the parenting shelf.

Writing that Works Kenneth Roman, 1995 *Writing That Works* is a concise, practical guide to the principles of effective writing. In this revised and updated edition, Roman and Raphaelson reveal how to improve memos, letters, reports, speeches, resumes, plans, and other business papers. Learn how to say what you want to say with less difficulty and more confidence.

Preparing to be President Richard E. Neustadt, 2000 In 1960, then-Senator John F. Kennedy asked author Richard Neustadt to write a series of memos to plan for the transition into office. Neustadt later also prepared transition memos for Reagan, Dukakis, and Clinton. This work presents these previously unpublished memos, along with new essays by Neustadt and volume editor Jones. The memos provide new information on the workings of several presidential campaigns and administrations, addressing questions on organizing the transition team, staffing, and the roles of the vice president and first lady. Neustadt reveals how he came to advise the presidents-elect and candidates and the thinking behind recommendations he made. Neustadt is affiliated with Harvard University. Jones is affiliated with the University of Wisconsin-Madison and the Brookings Institute. Annotation copyrighted by Book News Inc., Portland, OR

The Best of the Marshall Memo Book Two Kim Marshall, Jenn David-Lang, 2020-09-24

Business Writing Wilma Davidson, 2015-12-08 First published by Griffin in 1994, Wilma Davidson's clear, practical guide to business writing has established itself as a steady seller and an excellent primer for anyone who writes on the job. Newly revised to cover e-mail, texts, and the latest word social media technology, the book uses examples, charts, cartoons, and anecdotes to illustrate what makes memos, business letters, reports, selling copy, and other types of business writing work.

Unveiling the Magic of Words: A Report on "Memos"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Memos**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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