Revising the Bottom-Line

Directions: Rewrite the memo below so that the bottom line emerges sooner. Consider purpose—in other words, what should you do differently as a result of getting this memo?

To: Faculty
From: Michael Scott
Re: Data Wiring Cutover
Date: August 18, 2013

Over the course of the summer, Information Technologies rewired the upper floors of the school building. This was done to make it consistent with the addition and other rewiring we have done in the past. This will also allow us to upgrade to 1 GB service throughout the building now and set us up for even faster service in the future. The last phase of the project is nearing completion.

Over the next couple weeks, we are going to be "cutting over" from a CIT managed data network to the new internal network we installed this summer. We will be starting on each floor early in the morning and hope to be done by 8:30 every morning. We do however need people to shut down their computers the evening before their floor is scheduled to be completed. The following is our anticipated schedule.

Tuesday	9/5	Fifth Floor
Thursday	9/7	Fourth Floor
Tuesday	10/2	Third Floor
Thursday	10/4	Second Floor

Directions: In the space below, rewrite the above memo (especially the beginning) so that the bottom line emerges sooner. Feel free to change the wording or use the original wording.
Hint: What should you do differently as a result of getting this memo?