

Table 3.1 Types and purposes of routine workplace communications

Document Type	Sample Purposes
Memoranda from administrators	Explain a new workplace policy; announce arrival of a new employee; evaluate employee achievement periodically; summarize annual institutional activity
Memoranda from employees	Request supplies; report on business trips; summarize professional activities periodically
Letters from job applicants	Highlight career qualifications, with résumé and other enclosures, such as publication copies
Letters to job applicants	Inform about hiring decisions (with either good news or bad news approaches)
Letters to clients	Offer scientific services (e.g., soil testing; genetic analyses); advertise new products; report annual earnings
Letters to editors	Comment on scientific technicalities or issues to peers in journals or to the general public in newspapers
Letters from scientist-editors	Convey comments or decisions on submitted manuscripts; invite manuscripts for special journal issues or book series
Letters among colleagues	Request article reprints; inform on political issues; inquire about experimental techniques; discuss scientific ideas
Letters of support	Recommend candidates for jobs, awards, and other duties or honors
Press releases	Announce discoveries; comment officially on issues; inform citizens of public hazards (e.g., environmental, biochemical, dietary, pharmaceutical)
Letters to public and legal officials	Support scientific initiatives (e.g., funding, legislation, policy); provide testimonials (hearings, court cases)
Abstracts	Summarize articles, oral presentations, formal institutional reports