
INTEROFFICE MEMORANDUM (THE LAMBERT AGENCY)

TO: MRS. LAMBERT, CEO
FROM: TEAM
SUBJECT: GRAMMAR RULES /TEAM ROLES & RESPONSIBILTIES UPDATE
DATE: SEPTEMBER 30, 2013
CC: FILE

In the following memo, please detail your definition of each of the eight grammar rules your team was assigned by the CEO. Please cite from which source (website, book) your team acquired the grammar rule definition.

Grammar Rule	Definition	Source

Provide a detailed update on what each team member is doing, at this point in the campaign, based on his/her role on the team.

1. Team Leader –
2. Marketing Coordinator –
3. Marketing Analyst –
4. Social Media Specialist –
5. Graphic Designer –
6. Content Manager –