

**Page 316, Number 5 (memo)**

Imagine that you work for a company where many of the new hires had been using text messaging to pass on confidential material to each other or relay emergency information. This greatly concerns the chief executive officer (CEO), who especially has a problem with employees using business IM names like "Ssexyguy2010" and "Squirrelgirl42." Draft a company memo, to be sent by the CEO, detailing proper IM etiquette.