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**DON'T SAY IT—WRITE IT**

To Research Staff  
From C.B. Workman

Date Sept. 5, 1980

Attached is a copy of our August "Highlight" Progress Report.

Joe Glas has changed it to the way he would like to see it come to him. It is obvious that we are still not getting the job done properly. Please review and try to do better on the next one. Our main problem is proper form. Items to be deleted from the report can be done at his option.

Concentrate on form and style and proper sentence structure.

CBW:T  
Attach.

**"SAFETY RULES ARE PERFECT TOOLS"**