

Ten Tips for Effective E-Mailing

1) Think before you write. Just because you can send information faster than ever before, it doesn't mean that you should send it. Analyze your readers' needs to make certain that you are sending a message that will be both clear and useful.

2) Remember that you can always deny that you said it. But if you write it, you may be held accountable for many, many moons. You may be surprised to find where your message may end up.

3) Keep your message concise. Remember that the screen only shows approximately one half of a hard copy page. Save longer messages and formal reports for regular ('snail') or overnight mail. On the other hand, do not keep your message so short that the reader has no idea what you're talking about. Include at least a Summary (Action or Information) in every e-mail message.

4) Remember that e-mail is not necessarily confidential. Some companies will retain the right to monitor employees' messages. (Refer to #1 and #2.) Don't send anything you

wouldn't be comfortable seeing published in your company's newsletter (or your community's newspaper.)

5) Don't CHASTISE your readers. Don't write demeaning words. It's unprofessional to lose control in person; to do so in writing usually just makes the situation worse. (Refer to #2 and #4.)

6) Don't SPAM your readers. Don't send them unnecessary or frivolous messages. Soon, they'll quit opening any message from you. (Refer to #1.)

7) DON'T TYPE IN ALL CAPS! IT LOOKS CHASTISING! Remember, if you emphasize everything, you will have emphasized nothing.

8) don't type in all lower case (unless you're e.e. cummings). if you violate the rules of english grammar and usage, you make it difficult for the reader to read.

9) Use the Subject line to get the reader's attention. Replace vague lines (Information on XYZ Project, or Status Report Q1) with better hooks: Exciting Career Opportunity, Serious Problems with the New Veeblefetzter, or Free Money.

10) Take the time to proofread your document before you sent it. Rub the document thru the spell checker and/or grammer checkir. Even simpl tipos will make u look sloppie 'n damadge you re proffessional credibility.

More Tips:

- Answer all questions, and preempt further questions.
- Read the e-mail before you send it.
- Do not overuse the high priority option.
- Do not overuse "Reply to All".
- Do not request delivery and read receipts.
- Do not ask to recall a message.
- Use active instead of passive voice.
- Use cc: field sparingly.
- Bulk mailings – use bcc: field or do a mail merge.
- Take care with rich text and HTML messages.

Information provided by Dr. Berri O'Neal and Brenda Fanara of the Universities Center at Dallas

April
May
2010

Shane Baggett
Senior Property Manager

Don Dowell
Leasing Manager

Whitney Allen
Assistant Property Manager

Tom Stricklin
Chief Engineer

Jerome Westmoreland
Assistant Chief Engineer

Elizabeth Costello Chavez
Tenant Services Coordinator

Danijela Murtic
Administrative Assistant

Kristine Lang
Administrative Assistant

Engineering Staff

Loyd Bell
Gary Aaron
Nihl Bulkley
Gary Stewart
Thomas Scott
Sammy Dowdy
Richard Chavez
Francisco Garcia

Israel Ramirez
Director of Security

Elena Nieves
ABM Supervisor

Management Office:
(214) 658-1600

Management Fax:
(214) 658-1605

Security:
(214) 658-1621

Building Emergency:
(214) 741-7177

Natural Solutions

Get Rid of Your Allergies Naturally

Can't shake that cold or flu? Does pollen, weeds, grass, trees, dust or mold give you the "blues" like clock work every season?

It all begins with a healthy immune system. Did you know that our immune system handles all foreign invaders like bacteria, viruses and responds to all outside environmental substances such as pollen, weeds, grasses, trees, dust and molds.

Give Yourself an Immunity Boost

Stress, lifestyle habits and structural imbalances may be spoiling your body's ability to fight infection or illness. Give yourself an all-natural immunity boost by learning the warning signs of disease and ways to build your resistance.

A Healthy Immune System

You have two types of immunity: innate and acquired. **Innate** immunity is comprised of white blood cells, stomach acid, skin resistance (such as the natural oil that covers the skin to keep invaders out) and various chemicals in the bloodstream. This immunity is automatic and normally takes care of small invaders.

Acquired immunity offers more serious protection. It is mainly comprised of "T cells" ("T" from the thymus gland) and "B cells" (from bone marrow) that consume whatever they are programmed to destroy.

A healthy acquired immune system works like this: When you are exposed to a virus, for instance, your immune system produces T cells which specifically match the invader like a "glove". Once the copy or "glove" is made, the immune system keeps the copy for future exposures. This speeds up the attack and helps you get over the exposure faster.

You need to be exposed to the invading agent and experience the uncomfortable symptoms only once. Subsequent exposures actually strengthens your immunity, like working out.

An over-exposed immune system with toxins, stress, poor diet and lack of essential nutrients causes your immune system to be overloaded and fail to respond to invaders and to properly recognize "normal" substances such as pollen, grass, weeds, etc...

Take Caution with Antibiotics

Caution: Taking antibiotics indiscriminately destroys the immune system's ability to function normally. Only take antibiotics for serious illnesses!

Use natural remedies and rest, and when you recuperate, your immune system will be that much stronger!

Supplements that help immune function include the antioxidants A, E and C, elderberry concentrate, CoQ₁₀, green tea, dark green vegetables, as well as grape seed extract. Yoga stretching, massage, exercise, meditation and prayer also have been shown to boost the immune system.

Healthy Eating

Processed foods have been stripped of their natural nutrients, which are replaced with fewer, less effective synthetic ingredients. Unfortunately, the body considers most synthetic ingredients toxins. This means the organism doesn't get essential nutrients to function and regenerate.

When processed foods are combined with pesticides and genetically altered foods, like wheat and corn, the body tries to subsist on a diet of toxins. Factor in food additives and environmental pollutants, and the diet becomes a volatile chemical cocktail of interacting toxins. These foreign substances not only pollute the body, but also rob it of essential nutrients. To process toxins, the body pulls nutrients from its stores, leaving it with a deficiency.

Refined white sugar immobilizes the protective T and B cells for two hours after it is eaten. If you eat refined white sugar daily - or worse, more than once a day - your health is at risk. For two hours after ingesting sugar, you have no defense against germs. A virus can get a stronghold in your body before the immune system activates again.

It also is wise to avoid low-fat and artificial foods in favor of *real* food: raw vegetables and fruit (it is easy to grab an apple or banana for a snack), whole grains, fish and preservative- and hormone-free meat. And eat real butter. Research shows that butter is still superior to any artificial spread. Our bodies are mostly saturated fat; we need a balance of saturated and unsaturated fatty acids, rather than eliminating any particular food group.

The Role of Exercise and Sleep

Everyone wants to be physically fit, but pushing oneself to the limit can raise the level of the hormone cortisol. One of its jobs is to regulate sleep by awakening you in the morning and lulling you to sleep at night. A cortisol imbalance can suppress the immune system, and sleep problems are an early sign of this.

It is through sleep that the immune system regenerates. If you consistently neglect rest and sleep, your immune system will suffer. This may not be immediately apparent; the body is wonderfully made and will find ways to compensate, for a time. But suddenly, years later, the exhausted immune system will cease performing, and you will wonder what happened to your health.

The Body's Response to Stress

Quick weight-loss programs stress the immune system, especially if the program restricts calories, protein or fat so severely that nutritional imbalances occur.

Stress requires the body to utilize more nutrients than usual, which can lead to nutritional deficiencies and health problems. Dr. Candace Pert, author of *Molecules of Emotion*, describes emotions as particles called **neuropeptides**. Neuropeptides can cause or aggravate allergies, pain and other conditions. For instance, an emotionally stressed individual may simultaneously develop a stomachache and headache. Reduce stress and enhance your immune performance by creating a balanced life with adequate rest, relaxation, meditation or prayer, proper diet, exercise, stretching and massage.

Structural Imbalances & the Immune System

Nerve impulses communicate to the immune system the need for an immune response. When an invader enters your body, the first response is a nervous system signal. However, if spinal vertebrae are misaligned and pinching on a nerve, messages to the immune system may be impaired, and the immune system will not respond correctly.

Taking Back Your Immunity

By the time discomfort occurs, the immune system has **already** been breached. However, the diseased condition initially may have manifested as sleeping problems, food cravings, irritability, fatigue or joint pains - which many people dismiss as "normal." It is at that **early** stage of illness that preventive health practitioners can detect a problem and help prevent it from advancing into a serious condition.

Maintaining a strong immune system is essential for your long-term well-being. With a better understanding of that precious system and what interferes with it, you can make the lifestyle choices and decisions to enhance it - and the rest of your life. Talk to your doctor for more information.

Courtesy of Active Health Services
Wellness Center, Suite 5640
Phone: 214-220-9177



Active Health Services
Wellness Center

Thank you to all of our blood donors!!!

We had 27 participants at our last collection—a Comerica Bank Tower record!

19 pints of blood were collected, which can help to save up to 67 lives!

Our next Blood Drive will be July 15th!



We had another successful Easter Basket Collection!

We collected 69 baskets for Mi Escuelita, Genesis Women's Shelter, Our Friends Place, Dallas Advocacy Centers, Interfaith Housing Coalition, Vogel Alcove, Jonathan's Place, New Beginning Center & Good Shepherd Community Center

Thanks for your continued support!

E-Waste Collection

Friday, April 16th

9AM to 4PM on the 12th Floor

Free for all tenants • Bring items from home

Computers • Laptops • Printers • Scanners • Monitors
Video Games • Printer Cartridges • Kitchen Appliances
CD's/DVD's • Hard Drives • TV's • Cables /Wires
Batteries • Phones • Keyboards • Mice

Please call (214) 658-1600 if you have any questions.

Comerica Bank Tower has recycled approximately 37.9 tons of recyclable paper for the year to date.

We appreciate your commitment to the environment. You've helped conserve the following equivalents:

- 644 Trees
- 14,391 Gallons of Oil
- 265,090 Gallons of Water
- 155,267 Kilowatt Hours
- 124.97 Cubic Yards of Landfill
- A reduction in greenhouse gas emissions equivalent to 20.3 passenger vehicles



Elizabeth
Costello Chavez

Tenant Services Coordinator

Family: Husband Marcos of 18 years, daughter Norma (12) and son Marcos (11)



Last Book Read: "The Country Under My Skin" by Gioconda Belli

Favorite TV Show: Modern Family

Favorite Movie: "The Sound of Music"—Reminds me of my childhood in Nicaragua!

Favorite Singer: One of my favorite singers will always be Frank Sinatra. He had great musical timing!

Favorite Dallas Spot: Dallas Arboretum & Botanical Gardens

Favorite Vacation Spot: The Riviera Maya

Favorite Food: Peruvian food...worth the trip!

Interesting Fact: In addition to being an accomplished classical pianist, Elizabeth performed with a Flamenco Dance Theatre troupe at the opening ceremony of the 1994 World Cup.

EarthFest at Pegasus Plaza and AT&T Plaza

April 22nd 10:00 a.m. – 2:00 p.m.

Pegasus Plaza & AT&T Plaza come alive with exhibits, education, live entertainment and fun. Spend your lunch hour celebrating Earth Day in Downtown Dallas.

EarthFest Clean-Up: Corporate teams consisting of 6-8 volunteers will work to clean up local area elementary schools near downtown.

If you have any questions about EarthFest, call Tim Herfel at (214) 665-6685 or email (herfel.timothy@epa.gov).



Lunch & Learn

Buying & Selling a Home in Today's Economy

Richard Davis with Ebby Halliday Realtors will answer all your real estate questions!

Join us at noon on Tuesday, April 27th
24th Floor Conference Center

Free for all CBT Tenants • Lunch will be provided

Space is limited. Please RSVP to Kristine Lang (kristinel@metropolitaninvestors.com)

Tickets & Discounts

Dallas Summer Musicals

Dallas Opera

Lexus Broadway Series

No service charge added

Texas Ballet Theater

20% off Regular Ticket Prices

Enter CBT20 at checkout

Six Flags Over Texas

Daily \$26.99

Play Pass: \$53.99

Season Pass \$64.79

Season Parking Pass: \$35

Hurricane Harbor

Daily Pass \$19

Scarborough Renaissance Festival

(April 10th through May 31st)

Adult: \$18 Child: \$7.50

Dallas Zoo

Adult: \$9

Child: \$6

Fort Worth Zoo

Adult: \$9.50

Child: \$6.50



Movie Passes

Angelika: \$5.50

United Artists: \$5.50

The Magnolia: \$6.25

Cinemark: \$7.00

AMC Theaters: \$7.50

Visit comericabanktower.com

More ticket information and order forms can be found under *Tenant Services/Ticket Information*

Checks or money orders payable to 1717 Dallas Partners unless noted otherwise. There is a \$25 fee for all checks returned NSF. NO CASH ACCEPTED.




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\$40 OFF!

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4 Easter	5 Universities Center at Dallas	6	7 Stella & Dot	8	9 One of a Kind Apparel	10
11	12 Cell Phone Drive Begins	13	14 Home Made Gourmet	15 Income Taxes Due Jhilburn	16	17
18	19	20 Ebby Halliday	21 Admin Professionals Day Casablanca	22 Earth Day	23 One of a Kind Apparel	24
25	26 Cell Phone Drive Ends	27 Lunch & Learn Austinuts	28 Cookie Lee	29 Cookie Lee	30 Stella & Dot	

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2	3 Universities Center at Dallas	4	5 Cinco de Mayo	6 Gypsy Wagon	7 Gypsy Wagon	8
9 Mothers' Day	10	11	12	13	14 One of a Kind Apparel	15
16	17	18	19 Casablanca	20 Home Made Gourmet	21 One of a Kind Apparel	22
23	24	25 Austinuts	26 Ambria Collections	27 Cookie Lee	28 Cookie Lee	29
30	31 Memorial Day	<i>"An optimist is the human personification of spring." ~ Susan J. Bissonette</i>				