

Activity

5.5

Reading

Below is an internal memorandum from Chairman to all staff.

Exercise A Read the following memo and answer the questions.

MEMORANDUM

To All staff
 From Chairman
 Date August 18, 2024
 Subject Visit of Mr. Samuel Jackson and Colleagues from Bando Technology

I would like to inform you that Mr. Samuel Jackson from Bando Technology, along with three of his colleagues, will be visiting our company on August 21st and 22nd, 2024. Bando Technology has been one of our largest customers for the past ten years. While Mr. Dan Brown, our factory manager, will be accompanying the visitors, it may be necessary for individual staff members to assist Mr. Brown in answering questions or explaining our production processes in their respective sections. Therefore, I kindly request all staff to extend a warm welcome to Mr. Jackson and his group and to be as helpful and informative as possible during their visit. Thank you for your cooperation.

Peter Kelly
 Chairman

Write short answers for each of the questions about the memo.

- 1 Who is going to visit First Technology? _____
- 2 When will the customer visit the company? _____
- 3 Which company does Mr. Samuel Jackson come from? _____
- 4 Who is the factory manager? _____
- 5 Why is this customer's visit important to First Technology? _____
- 6 What does Chairman ask all individual staff members to do? _____

Activity

5.6

Internal Memos between Two People

Memo # 1



MEMO

To: VP-HR Date: May 19, 2024
 From: CEO
 Subject: Company Outing Coordination

I would like you to organize a company outing for all employees. The purpose is to thank employees for their hard work and provide a good opportunity for employees to get to know one another. Can you help me provide some information on the possible outing, such as place, time, duration, and budget? Please let me know when you can arrange a meeting to discuss these.

Sam Lee

CEO



Memo อาจจะเขียนขึ้นระหว่างบุคคล
 สองคนในสำนักงานเพื่อมอบหมายงาน
 และนำไปปฏิบัติ

Memo # 2



Memo

To: CEO
 From: VP-HR
 Date: May 30, 2024
 Subject: A meeting to discuss this year's company outing

Please find attached the outing programs from three companies. For additional details, including time, duration, and budget, I will provide a presentation. Consequently, I would like to invite you to attend a meeting with the outing committee. The meeting is scheduled for Thursday, June 5, 2024, at 9:30 a.m. in Presentation Room II.

Exercise A

Read the statements from the two memos above. Then check the boxes (✓) accordingly.

- Which memo happens first?
- Which memo was sent from Mr. Sam Lee?
- Which memo has some documents enclosed?
- Which memo was written by Vice President of Human Resources?
- Which memo is to request someone to attend a meeting?

No. 1 No. 2

☐ ☐
☐ ☐
☐ ☐
☐ ☐
☐ ☐
☐ ☐