

NameClass 6/2

Activity 5.4 Requesting Approval & Internal Announcement

Exercise A: From the two memos above, complete the following blanks.

1. Momo#1 was written from DM-HRM to
Its purpose is to request approval for selecting a place to have the 2014 New Year party.
2. Momo#2 was written from the President to
Its purpose is inform staff that they are invited to join the 2014 New Year party.
3. The purpose of Momo#1 is to request the approval of the
.....for arranging the New Year party.
4. The New Year party is going to be held at
5. The President's name is

Activity 5.6 Internal Memos between Two People

Exercise B: From the above two memos, answer the following question. Check (/) the boxes.

- | | No. 1 | No.2 |
|---|--------------------------|--------------------------|
| 1. Which memo happens first? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Which memo was sent from Mr. Sam Lee? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Which memo has some documents enclosed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Which memo was written by Vice President of Human Resources? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Which memo is the request someone to attend a meeting? | <input type="checkbox"/> | <input type="checkbox"/> |