

WRITING A MEMORANDUM

Read the text and answer the following questions correctly.

To: All Staff

From: Project Manager

Date: October 18th, 2024

Subject: Launch of New Mobile App: MIIBOO

We are excited to announce the official launch of our new mobile app, MIIBOO, on November 25th, 2024!

MIIBOO is a groundbreaking app that provides families with a cloud-based voice assistant that can be used to control compatible devices with voice commands. This app will revolutionize the way people intuitively interact with the technology they use every day..

To ensure a smooth launch, we kindly request all staff to familiarize themselves with the app's features and functionality. A training session will be conducted on October 25th, 2024 in the Headquarters conference room.

Please feel free to contact me if you have any questions or require further information.

Thank you for your continued support.

1. What is the purpose of the memo?

- A. To inform staff about a new company policy
- B. To announce the launch of a new mobile app
- C. To request feedback on a recent project
- D. To invite staff to a team-building event

2. When will the new app be launched?

- A. November 25th, 2024
- B. October 18th, 2024
- C. October 18th, 2024
- D. Not mentioned

3. What is the main benefit of the new app?

- A. Revolutionize the use of new technologies.
- B. It will increase company profits
- C. It will improve employee morale
- D. It will reduce costs

4. What is the next step for staff?

- A. Attend a training session
- B. Complete a survey
- C. Download the app
- D. Submit a report

5. Who should staff contact if they have questions?

- A. The CEO
- B. The HR department
- C. The project manager
- D. The IT department