

## EXERCISE 1

Announcement 1



**ANNOUNCEMENT**

The Students' Association holds a student gathering for students of grade VIII on August 15 at the hall.

**Please all students come.**

For more information, contact Wandi at the Students' Association office.

Students Association

Announcement 2



JUST LETTING YOU KNOW

**WE'VE MOVED TO A NEW HOME!**

*We hope you can come visit soon*

**OUR NEW ADDRESS FOR ALL FUTURE VISITS AND CORRESPONDENCE:**

The Thompson Family  
123 Miller Street, Westwood, South Carolina, USA 12345  
Phone number: 123-456-7890  
Let's keep in touch!

Announcement 3



**Missing...**

My name is Karnina. I've lost my wallet along Jl. Kh. Agus Salim Bekasi.

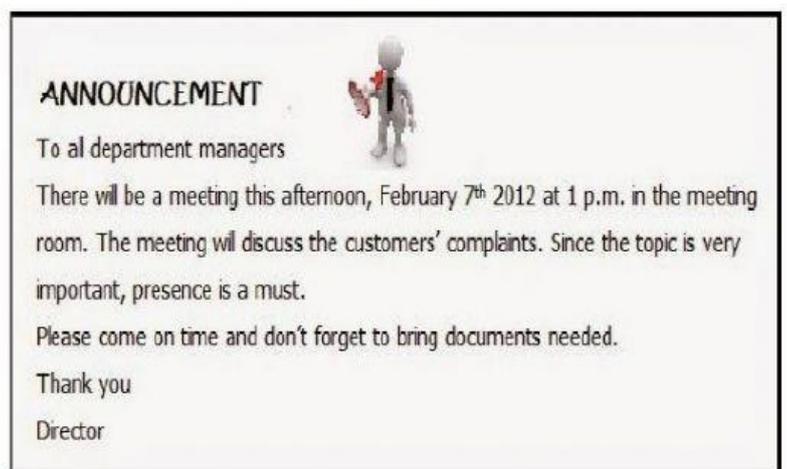
It contains Driving License, Identity Card, ATM Card and some money.

Everybody who finds the wallet, please contact 08159618251.

There will be a reward for every help.

**Karnina**

Announcement 4



**ANNOUNCEMENT**

To all department managers

There will be a meeting this afternoon, February 7<sup>th</sup> 2012 at 1 p.m. in the meeting room. The meeting will discuss the customers' complaints. Since the topic is very important, presence is a must.

Please come on time and don't forget to bring documents needed.

Thank you

Director

**Group Name:**

**Group members:**

**Read the announcements above and complete the table below!**

N O	What is being announced?	Where do you usually find it	Who is Possibly read it?	Why do people make this announcement?	What the people will do after reading the announcement?
1					
2					
3					
4					