

EXERCISE 1

Announcement 1



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 2

JUST LETTING YOU KNOW

WE'VE MOVED TO A NEW HOME!

We hope you can come visit soon

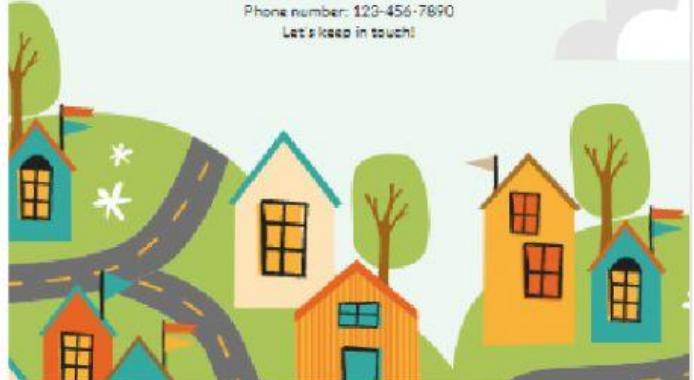
OUR NEW ADDRESS FOR ALL FUTURE VISITS AND CORRESPONDENCE:

The Thompson Family

123 Miller Street, Westwood, South Carolina, USA 12345

Phone number: 123-456-7890

Let's keep in touch!



Announcement 4

ANNOUNCEMENT



To all department managers

There will be a meeting this afternoon, February 7th 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

NAME :



CLASS :

Read the announcements 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					

