

**Test 2**

20 marks

Everyday English writing

**Writing a memo**

1. Write a memo to your friend, telling her you want to ask her to a Sales department's party this Friday. The party will be at the 10<sup>th</sup> floor at 6 p.m. Tell her to write a memo telling you whether she wants to join or not.

To : .....

From: .....

Date: .....

Subject: .....

Message: .....

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2. Write a memo to your friend who just asked you to a party, tell him/her you cannot join the party this Friday because you have a dentist's appointment at 5 p.m. and you don't think you will come back in time for the party. Apologize to him/her

To : .....

From: .....

Date: .....

Subject: .....

Message: .....

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3. Write a memo to your boss, telling him you found his lost wallet at the cafeteria yesterday, you want to return it to him but he isn't in at the office. Tell him to call you when he get back.

To : .....

From: .....

Date: .....

Subject: .....

Message: .....

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4. Write a memo to the Sales department that they are not allowed to take office supplies back home personal use. This is against the company's policy. If the company finds out, the person who dose so will have to pay for whatever he/she takes home.

To : .....

From: .....

Date: .....

Subject: .....

Message: .....

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5. Write a memo to telling your department that next week, there will be no water during 10 a.m. to 11 a.m. and 2 p.m. to 3 p.m. The reason is that the water pump has broken yesterday and now the plumbers are fixing it. If anyone really has to use water during that period, go to other department.

To : .....

From: .....

Date: .....

Subject: .....

Message: .....

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6. Write a memo to telling everyone in the company that phone in your department is broken. If anyone wants to call, tell them to call phone number. You will tell them again when the phone is fixed.

To : .....

From: .....

Date: .....

Subject: .....

Message: .....

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7. Write a memo to all staff telling them that you will place an order for stationery and office supplies on Monday. Ask them to let you know what exactly they need and remind them to note down the amount, color, etc. of the articles to be ordered. Remind them that there is a maximum of \$50 per employee and that you have a price list of all articles in case they need any prices. Tell them you need the list by the end of tomorrow.

To :	.....
From:	.....
Date:	.....
Subject:	.....
Message:	.....
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Name.....Field.....No.....