JABATAN TENAGA MANUSIA
KEMENTERIAN SUMBER MANUSIA
www.jtm.gov.my

NAME : _____

MATRIC NO : _____

COURSE : _____

WRITING SKILLS – MEMO

Question 1

Complete the Response Memo below.

Subject	Action	To	Purpose	Discussion	From	Summary

……: Design Team Shogun

……: W.B. Working

Date : May 27, 1997

…… ...: Project Schedule

……: This memo responds to your request that the weekly meeting be moved from 9am to 10am.

……..: 1. This request is satisfactory as long as it is approved by the management.

……..: 1. Management usually has the individual time changes inmeetings, as long as meeting minutes are turned in by noon to Cathy.

……..: I have asked Cathy if she thinks this would be a problem and she said no, so all we need to do now is get approval from Steve.

LIVEWORKSHEETS

Question 2

Complete the **Lab Report Memo** below.

Subject	**Purpose**	**From**	**Summary**	**problem**
Result	**Conclusion**	**Recommendation**	**To**	**Method**

1. _____ : Director of S&S Corporation

2. _____: Ericson Puerto

Date : September 28, 2018

3. _____: Computer Lab

4. _____: This memo presents the findings of my visit to the computer lab at Berry 2345

5. _____: In general, I felt that the lab needs much new equipment.

6. _____: The inspection was designed to determine if the present equipment was adequate to provide students with the technology needed to perform the tasks given by their professors.

7. _____: I ran a series of tasks on SPSS and recorded memory capacity and processing time for each task.

8. _____: The inspection found that the hardware used to run the computers is outdated and that the computers itself are very slow.

9. _____: This lab is inadequate for the everyday needs of graduate students in this department.

10. _____: Six new computers running on Windows 8 and a processing speed of at least 250mhz should be purchased immediately.

LIVEWORKSHEETS