

Memos – Worksheet

I Memo 1.

You work for Keyser Shipbrokers as a secretary. Write a memo to all members of your department only concerning the retirement of your colleague Donald Crayford. The manager of your department would like to organize a retirement party for Mr. Crayford. Tell the staff about the plan; arrange the party for the third Friday this month. Ask them to keep the party a secret. Ask how many people will attend the party because you have to order refreshments. Inform them that you are collecting money for a present for Mr. Crayford and need help with choosing a good one. Ask them to reply to you as soon as possible.

To
From
Topic
Date

II Memo 2.

You work for Coventry Components. Your boss has asked you to contact Mrs. Shiran to organise a guided tour for visitors. In the memo, inform Mrs. Shiran there will be Mr. Jason Zorbra of Zorbra Industries and two of his colleagues visiting the company from 8 to 11 July. As Zorbra Industries has recently become a very important customer of Coventry Components, the visitors' satisfaction is of high importance. Ask Mrs. Shiran to arrange refreshments, book the meeting room for appropriate hours and to prepare all other members of the department in case they met Mr. Zorbra and his colleagues and get asked any questions.

To
From
Topic
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III Memo 3.

You work for Panton Manufacturing LTD in the IT Department. Write a memo to Mr. Paul Riley of the Accountancy Department and ask him to inform the staff of his department about a planned seminar for the staff in which they will learn to work with the newest version of the Windows Office software. Ask him to find out the most suitable date and inform you how many people will attend the seminar because you need to arrange computers and refreshments. If there are more participants than computers, the seminar will be held in two sessions. Stress that everybody has to attend the seminar.

To
From
Topic
Date