

MEMO COMPOSITION

Complete the memo's using titles not names, e.g. From: Managing Director.

Make up suitable initials for the reference, and suitable subject headings.

Scenario

You work for NAW Enterprises PLC as secretary to the Managing Director. He has asked you to type a memo ready for him to initial from the information given below.

Human Resources Manager. Tell her that I (The Managing Director) would like to meet with her towards the end of next week, preferably after 2 pm, to discuss the appointment of a new Sales Manager. Ask her to bring along the existing job description and person specification with a view to updating them if necessary.

Scenario

You work for NAW Enterprises PLC as secretary to the Human Resources Manager. She has asked you to type a memo ready for her to initial. This memo is a reply to the first memo.

Managing Director. Tell him that you've arranged the meeting for 2.30 pm on Thursday of next week (sort the date out) and that you will bring along the job description and person specification. Say that they were last updated approximately 10 years ago and that there are now one or two things that need changing.

Scenario

You work for NAW Enterprises PLC as secretary to the Human Resources Manager. She has asked you to type a memo ready for her to initial.

Production Manager. Tell him that you've given careful consideration to his suggestion to employ two extra maintenance staff for the night shift. Say that you've talked to the Managing Director about it and, in principle, he has agreed. He has suggested that the three of us meet next Monday (sort the date out) at 2.00 pm to discuss the matter further. Also say that if this date and time is a problem for him to let you know.