

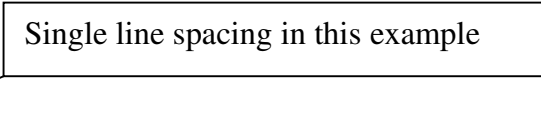
MEMO WRITING

You work for a monthly sports Magazine as a researcher. The sports editor, John Briscow, has sent you a memo asking for some information. Reply to the memo shown below outlining the information that he requires.

MEMORANDUM

To: Senior Research Officer
From: John Briscow (Sports Editor)
Ref: Publication/123ASD
Date: 3 September 200x
Subject: SIR ALEX FERGUSON

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I am writing a short history of Sir Alex Ferguson for a forthcoming article on Manchester United.

I've nearly finished the article but need to know where and when he was born and the month and year he joined M U as their manager. I also need to know who he replaced as manager, what club he joined in 1957 and what club he supported as a boy.

I'd be grateful if you could send me a memo with this information ASAP. Thanks.