**Sidi Mohammed Ben Abdallah University**

Faculty of Letters & Human Sciences

English Studies

*Modular Degree Program*



**Business communication**

**Prof. Belfakir**

**Memorandum: Exercise**

1. You are the president of the board of directors of Founders & Co, and are informing all your subordinates that the new plan was voted for in the board meeting of May 2nd , 2017. You also tell them that all should abide by it and that any transgression will be regarded as a professional misconduct and lead to a 3-days suspension.

Write the memo and add any missing information.

1. You are Terry Davis, and you are the IT manager in Business Communication Center.

You are sending a memo to David Williams, the president of General Operating Fund, asking him to fund the purchase of the new computer and printer that Bob Rogers, the webmaster, needs.

1. You are the warehouse supervisor of a big department store and would like to check with the electronics team the possibility of rescheduling the meeting about new office supplies and electronic devices of the 24/5/2015.

Write a memo to the team leader, Mr. Barny Johanssen, in which you express your request.

1. You are Mr. Cole Turner, the chief attorney in Hallywell & Hallywell, and you would like to invite your colleaguesn who are also members of your football team to your wedding ceremony, which will take place on february 15, 2018 in The Party Room II of Calabasas Hotel at 8:pm.