

## Letters, E-mail, Faxes, and Memos 3

To: All staff  
From: Sharon Lee, Office Manager  
Re: Office supplies

In order to better manage the office supplies, I have developed a new system. From now on, the supply closet will remain locked at all times. The only people authorized to have keys to the closet are myself and my assistant, Mr. Whitehead. If you wish to request supplies, please get a supply request form from Mr. Whitehead. Please submit your form 24 hours in advance of when you need your supplies. We promise to get your supplies to you within 24 hours as long as we have them on hand. It may take up to a week to get supplies that need to be ordered.

I am sure you will understand the necessity of this new system. In the past we have run out of essential supplies too often. This system will help me keep track of our supplies, and I will know when to order more. By following this system, you will always have what you need when you need it. Thank you for your cooperation.

**SKIMMING** Look quickly at the memo to answer these questions.

1. Who is this memo for?  
(A) All staff ☐ (A) ☐ (B)  
(B) Sharon Lee
2. Who is it from?  
(A) The company director ☐ (A) ☐ (B)  
(B) The office manager
3. What is it about?  
(A) Office supplies ☐ (A) ☐ (B)  
(B) Office schedules

**SCANNING** Mark the words and phrases that appear in the form, and circle them on the form. Some may appear more than once.

4. (A) resistant ☐ (A) ☐ (B)  
(B) assistant
5. (A) myself ☐ (A) ☐ (B)  
(B) yourself
6. (A) manage ☐ (A) ☐ (B)  
(B) damage
7. (A) require ☐ (A) ☐ (B)  
(B) request