

Memos:

MEMORANDUM

DATE: November 17, 2021

TO: All Employees

FROM: Emma Johnson, VP, Marketing Department

SUBJECT: Facilities Update

I'm writing to inform you that, over the next few weeks, our kitchen area will be under construction as we re-model.

As our company continues to grow, we feel it necessary to provide more communal dining space, and we are grateful to our facilities team for their hard work in making that happen.

If you have questions or concerns regarding the re-model, you can access the full report [here](#). In the meantime, we are sorry for the inconvenience.

In between the weeks of December 1 - December 31, please use the kitchen on the second floor if you need a microwave. We will also keep that kitchen stocked per usual with snacks and soda.

Thank you for your cooperation.

MEMORANDUM

DATE: October 23, 2021

TO: All Staff

FROM: John Smith, Director, Marketing Department

SUBJECT: Kelsey's Baby Shower

I am writing to inform you of a baby shower we're planning for Kelsey Johnson, before she leaves on maternity leave.

The party will be held on the 2nd floor, in conference room 2B, on Friday, October 30, 2021.

Pizza will be provided by the company. RSVP to John Smith by Wednesday, October 28, and please include in your RSVP any dietary restrictions.

MEMORANDUM

DATE: February 15, 2022

TO: Our Valued Community Member

FROM: Massachusetts State Board of Elections

SUBJECT: In-Person Early Voting Beginning in Two Weeks

We're writing to inform you that in-person early voting is to begin in two weeks for the Democratic and Republican state primary elections.

Please familiarize yourself with early voting site locations, schedules, and candidate biography and interests all available through the State Board of Elections [one-stop site look up tool](#).

If you have any questions, please contact our office at [official phone number]. We appreciate your cooperation as your voice matters in this election process.

Correct this email:

To: beth@gmail.com

CC: iamtheboss@gmail.com

BCC: iamhr@gmail.com

Subject: Work stuff

Dear Beht,

How was your weekend? Mine was pretty great. I went to this show, and it was AMAZING!!!!!! BEST WEEKEND EVER! So, this show was about two childhood friends who had lost contact about 15 years ago. Then, somehow, they get assigned to the same news story from rival stations. You think it's going to be cheesy about them becoming best friends, but that doesn't necessarily happen. I'll leave it at that in case you want to see the show. But make sure you hurry because it is only play for another week. Tickets are still available FYI.

Soz abt sending this email a week late, but I've just had so much work to do since Kathy is out. I can't believe how much work she does on her own. You would think they would hire another person to help out... The work she does had to be split up between three other people. How does she do so much?! It makes me feel like a bit of a slacker really. Anyways, I'm very busy with all of my normal EOY work and hers. Here are the answers to the questions you asked in your email:

1. Yes, by the 25th at the latest.
2. 50 people.
3. Silver and dark blue.
4. EOD Friday.
5. No.

Good luck!

Let me know if you have any other questions.

Bets,

Chris

Matching:

1. Let us know if you're coming	a. Do not hesitate to...
2. Feel free to	b. Hello/Good afternoon/morning
3. Can you please	c. Regards
4. Best wishes	d. As requested
5. I won't be able to attend	e. I look forward to seeing you
6. As asked	f. Could you please confirm your attendance
7. I'm looking forward to seeing you	g. I will be unable to attend
8. Hi!	h. We would be grateful if you could

Find a formal equivalent:

1. It looks like we really need to **fix up** the office.
2. Shelley **is off** at the end of the month.

3. Don't worry. I'll **back you up** during the meeting.
4. Good news. It looks like our application finally **went through**.
5. If sales keep dropping, we are very likely to **go under**.
6. I haven't **gotten around to** contacting the client yet. I'll do it first thing tomorrow.
7. I tried to call him several times, but I couldn't **get through**.
8. I'm afraid I have to **call off** tomorrow's meeting.