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1.12.22

Q Write a memorandum to be issued within the office to stop electricity Misuse.

### MEMORANDUM

Date: December 1, 2022

To:

All the employees of the office

From:

Mr/Mrs XYZ, Head of the office

Subject: To stop electricity misuse within the office

As you all well aware that electricity is the flow of electrical power or charge. Thus, for the misuse of electricity, the country suffers an acute shortage of power. There are frequent power cuts across the country for it. Mills and factories cannot run. The misuse of electricity slow down the production. Thus it is a strict order to all the employees of the office to stop misusing the electricity during office hours. If anyone found misusing electricity Rs, 1000/- have to pay as penalty.

## Narration

① Direct  
Indirect

② Direct

Indirect

## Reporting verb

He said, "Rina is a good girl."  
He said that Rina is a good girl.

He said, "I will tell you the truth."

He said that he would tell me the truth.

Simple Present - Simple Past  
Present Continuous - Past continuous  
Present Perfect - Past Perfect  
Simple Past - Past Perfect.

said to - told

## Reporting Speech