

The memo should be written using a Microsoft Word or some reasonable alternative.

The memo should be double spaced.

You must submit your file to the dropbox folder:

<https://www.dropbox.com/request/xng3yKVN4w6pBG4vO79k>

Your filename should include your name.

You should submit your memo prior to 3:15 PM, March 16th.

Writing Task #3

Your computer is much slower now than it used to be, or maybe it's not as fast as you need it to be. Write a memo to Joseph Magellan, your supervisor, requesting that your computer be replaced by a better one (or that the current one you have should be upgraded). Make as strong a case as you can: e.g. greater productivity, better programs, faster programming etc.