

TOEIC PART 7 – MEMO/ NOTICE/ ANNOUNCEMENT

KHÓA HỌC TOEIC 450 +

Cô: Vũ Thị Mai Phương

A. Notice/ Announcement

Phân tích bài đọc

Notice

Approved by the
Allegheny Police Department

The Allegheny Friendship Festival is expected to bring thousands of residents and visitors to the downtown area from January 23 to January 25.

Please be informed I that the following streets will be closed from 6 a.m. Friday, January 23 until 4 p.m. Sunday, January 25:

Main Street at 1st Street, 2nd Street, 3rd Street and Giss Parkway, Maiden Lane at 2nd Street, 3rd Street and Giss Parkway. Motorists are advised to take a detour through Penny Lane and to exercise caution when driving near the festival area.

Quiz

NOTICE

We invite you to sign up to receive information by e-mail regarding special offers, new services, and important information from Macy Department Stores.

☐ Yes. I'd like to receive e-mail updates from Macy Department Stores.
(You may stop receiving e-mail at any time by clearing this check box.)
For more information, please visit our website.

Q1. What is the purpose of the notice?

.....

Q2. How can customers stop receiving e – mail?

.....

Q3. What should customers do to find further information?

.....

Common Expressions in Notice/ Announcement

1. Purposes of notices/ announcements

✓ We are pleased to announce

~ We are pleased to announce the publication of the 2008 edition of X Book

✓ Please be aware that

~ Please be aware that there is a service charge for bank patrons whose checks are returned due to insufficient funds.

2. Requests

(Audience) is requested + to-infinitive

~ Drivers are requested to collect a parking voucher from the dispensing machine before entering the garage.

3. Contact detail

If you have any concerns, please contact

~ If you have any concerns, please contact us at the address indicated at the end of this policy.

Typical Questions

1. Câu hỏi về người gửi

✓ Who sent this notice?

✓ Who issued this announcement?

2. Câu hỏi về người nhận

✓ Who is this notice intended for?

✓ To whom is the notice intended?

3. Câu hỏi mục đích bài đọc

✓ What is the purpose of this notice?

✓ Why was this notice issued?

✓ What is the main purpose of this announcement?

4. Câu hỏi chi tiết và bổ sung

- ✓ What is attached/ enclosed with the notice?
- ✓ Where is this announcement found?
- ✓ What will happen on February 15?
- ✓ What is stated about the residents?

Vocabulary

renewal	gia hạn
prior	trước đó
approval	sự đồng ý
process	xử lí
insurance	bảo hiểm
refundable	có thể hoàn lại
defective	bị lỗi
residential	thuộc về dân cư
review	xem xét
condominium	chung cư
handle	giải quyết
complimentary	được tặng, miễn phí
visible	có thể nhìn rõ
enroll	ghi danh
senior	cấp cao
promotion	sự thăng chức

B. Memo

Phân tích bài đọc

To: All Employees
 From: Security Manager
 Re: New Attendance Policy

Due to the new attendance policy, every employee will have to remember to check out every day before leaving. The new system is managed online by Office Smart Corporation. Rather than filling out the old time cards, with the new policy you will have to type in your name and password onto the online attendance sheet by logging onto the company's website. Work performed outside of the office may be recorded by this system, but employees are cautioned that anyone misusing the new record system will be reprimanded. Conveniently, the program will automatically sign you in or out, unless you forget to report to the website.

If you still do not yet have a password and sign-in ID, please report to the main office and request a change of identification. Thank you for your cooperation.

Quiz

Memo
To: All sales personnel
From: Marco Silva, sales manager
Subject: Sales promotions
Date: June 7
I'm thinking about having a promotional event for our new digital cameras.
If you have any ideas or suggestions for the event, please contact me.
The promotional event will take place on July 30.
Marco Silva

Q1. To whom is the memo intended?

.....

Q2. What is the purpose of the memo?

.....

Q3. What will happen on July 30?

.....

Common Expressions in Memo

Purpose of the memo

✓ I am sending this memo out to somebody + to-infinitive

~ I am sending this memo out to all seminar participants to remind you of the change in schedule for tomorrow's presentations.

✓ We regret to inform you that

~ We regret to inform you that your account has been suspended pending payment of all outstanding debts.

Typical Questions

1. Câu hỏi về người gửi

- ✓ Who sent this memo?

2. Câu hỏi về người nhận

- ✓ Who is the memo intended for?
- ✓ To whom is the memo intended?

3. Câu hỏi mục đích bài đọc

- ✓ What is the purpose of this memo?
- ✓ Why was this memo sent?
- ✓ Why was this memo sent to the Human Resources Department?

4. Câu hỏi chi tiết và bổ sung

- ✓ What are employees asked to do?
- ✓ Where will the meeting take place?
- ✓ What problem is mentioned in the memo?
- ✓ What will the winner of the contest receive?

Vocabulary

shareholder	cổ đông
corporate	đoàn thể
propose	đề xuất
project	sự lên đề án
crisis	khủng hoảng
repave	lát lại đường
maintenance work	công việc bảo trì

disseminate	phổ biến
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PRACTICE

Questions 1 ~ 3 refer to the following notice.

NOTICE

Library Loan Periods

New Books -14 Days

High Demand Books (no renewals) -14 Days

Other Books - 21 Days

Audio Books - 21 Days

Music CDs - 21 Days

Magazines (no renewals) - 7 Days

Videos (VHS & DVD) - 7 Days

Feature Films / Fiction - 3 Days

Non-Fiction -14 Days

1. Which of the following is not renewable?

(A) New Books

(B) Audio Books

(C) Magazines

(D) Music CDs

2. Where can this notice most likely be found?

(A) At a train station

(B) At a library

(C) At an office

(D) At a bank

3. Which item has the shortest loan period?

(A) Videos

(B) Non-Fiction

(C) Other Books

(D) Feature Films / Fiction

Questions 4 - 6 refer to the following memo

MEMO

To: All employees

From: Tylor Johns

Date: May 20

Subject: Parking lot

This is an announcement that the management has approved a plan to repave the employee parking lot. The work will begin on June 1. During the work, employees are not allowed to use the parking lot.

We strongly recommend taking public transportation. Employees can use a parking lot in the Commerce Building for \$100 a month. The work should be done by June 15. Please accept our apologies for the inconvenience and thank for your cooperation.
Tylor Johns
Facilities Manager

4. What is the purpose of the memo?

- (A) To announce the opening of the new employee parking lot
- (B) To inform staff of maintenance work
- (C) To thank employees for their cooperation
- (D) To announce a partnership

5. How long will the construction take?

- (A) Several days
- (B) One week
- (C) Two weeks
- (D) A month

6. What inconvenience will employees face in June?

- (A) They should work overtime.
- (B) They are prohibited from using the parking lot.
- (C) The parking rates will be raised to \$100.
- (D) They should collaborate in the repaving work.

Questions 7 - 10 refer to the following announcement.

New York City Council Approves Purple Trees Project

November 25 — New York's City Council finally gave the green light to Voice Classics' project to build a residential community called Purple Trees in New York City. The community is to be established on the former site of the Rosent Motel on Highway 7, within walking distance of the city center.

Although this is great news for Voice Classics, the project must also be reviewed by the state's Department of Environment (DOE) before construction can officially begin. The community's layout features 27 condominium units divided between two 5-story buildings. Each condominium will have three bedrooms, two bathrooms, and a spacious balcony. The residential community will also boast a swimming pool and underground parking lot. Pricing will be determined after final DOE approval is received. Voice Classics was founded by William Dawe 30 years ago and is still run by him, with his daughter, Emma, serving as vice president. Mayor Heather Steinz has said the company has handled the project extremely professionally to date.

7. What is true about the Rosent Motel?

- (A) It does not exist any longer.
- (B) It is being built over a period of three years.
- (C) It is across the street from Purple Trees.
- (D) It was constructed by Voice Classics.

8. When will construction commence?

- (A) When the architectural plans have been finalized by the company
- (B) When the New York City Council approves the project
- (C) When the Rosent Motel has been shut down
- (D) When the DOE finishes its review

9. Which is NOT a feature of the community?

- (A) A swimming pool
- (B) Two residential buildings
- (C) Spacious dining rooms
- (D) A parking space below ground

10. Who is William Dawe?

- (A) The founder of Voice Classics
- (B) The chair of the DOE
- (C) The owner of the Rosent Motel
- (D) The mayor of New York City

Questions 11 - 13 refer to the following memo.

To: All shareholders
From: Gary Bodhause
Re: Board Meeting Agenda

The following is the program for the quarterly shareholders meeting of Cellworks Ltd., to be held on Monday, March 23 at 1:30 P.M. at the company's corporate offices in Ipswich, Massachusetts.

1. Introduction from senior scientist Prof. Daniel Tennant
2. Report from Board of Management for the last financial quarter
3. Report from Board of Advisors for the last financial year
4. Proposed projections for the next quarter
5. New projects review

6. Discussion of a proposed profit sharing plan for employees
7. Explanation of new employee dental plan and other benefits
8. Open discussion of the direct effect of the economic crisis
9. Concluding remarks

11. What is the purpose of the memo?

- (A) To revise employee benefits
- (B) To announce some corporate promotions
- (C) To discuss the global economic crisis
- (D) To disseminate information about a meeting

12. Where will the meeting take place?

- (A) At the company's corporate offices
- (B) In the auditorium
- (C) In Daniel Tennant's office
- (D) In a conference hall at a local hotel

13. Which of the following topics is NOT listed?

- (A) Providing information about employee benefits
- (B) Information regarding new projects
- (C) Authorization for the purchase of new computer systems
- (D) Discussing a profit sharing plan

Questions 14 – 15 refer to the following announcement.

James Town Medical Equipment Company

Employee Mixer Lunch

Date: January 10

Time: From 11:30 a.m. to 1:30 p.m.

Place: Staff dining room

The entire company has invited you to join us for a complimentary lunch to welcome the most recently-hired staff, and to spend some time together getting to know them.

If you would like to join, please send a confirmation to Sophia Carlton in the Human Resources department by January 10th. In addition, we would like to remind you to leave your parking passes in a visible spot so that the security staff will be able to easily recognize them. Thank you!

14. Why is James Town Medical Equipment having this mixer?

- (A) To introduce new products
- (B) To introduce new staff members
- (C) To attract new employees
- (D) To promote their new branch

15. According to the passage, what will happen on January 10?

- (A) Employees of James Town Medical Equipment Company will eat lunch free of charge.
- (B) Sophia Carlton will start working at James Town Medical Equipment Company.
- (C) James Town Medical Equipment Company will be shut down.
- (D) A corporate training course will be introduced.

Questions 16 – 20 refer to the following notice and e-mail.

NOTICE

A seminar on Current Social & Political Issues will be held

Presenter	Topic
John McGuire	Market values and social values
Stephen Revere	The responsibility of intellectuals
Dennis Florig	Power and Terror; A videotaped interview

Date: June 3, 2:00-5:00 P.M.

Place: Seminar room 203, Louis University

For more information, please send an e-mail to the e-mail address below. Your ideas and questions are always welcome.

The Society for Social & Political Studies

E-mail: aaronsmith@ssps.org

To: aaronsmith@ssps.org From: Morgan Hoffman
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Date: May 28

Subject: Seminar on Current Social & Political Issues

Hi, I'm Morgan Hoffman majoring in Social and Political Economics in Louis University. Professor McKinsey recommended I attend the seminar you are organizing. I'm really interested in attending the seminar on current social and political issues. I wonder if there is anything I have to bring. Please let me know.

Morgan Hoffman

16. Who is going to speak about the responsibility of intellectuals?

(A) Aaron Smith

(B) John McGuire

(C) Stephen Revere

(D) Dennis Florig

17. When will a visual aid be used?

(A) John McGuire's lecture

(B) Dennis Florig's lecture

(C) During the Q & A session

(D) After the seminar

18. How can someone attend the seminar?

(A) By registering at the seminar

(B) By suggesting ideas

(C) By sending an e-mail

(D) By participating in the seminar

19. What does Mr. Hoffman want to know about?

(A) How to contact the speakers

(B) Where to go

(C) What to prepare

(D) How to attend

20. How did Mr. Hoffman learn about the seminar?

(A) From a faculty member

(B) From the notice

(C) From his friend

(D) From the organizer