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| 1. **Here are six different types of correspondence. Read each one and decide why each one has been written. Choose from the list of reasons below. 1x6=6** |
| **http://www.learnenglish.org.uk/profsLessons/images/spacer.gif** |
| http://www.learnenglish.org.uk/profsLessons/images/mod2Lesson2Letter.gif |

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| http://www.learnenglish.org.uk/profsLessons/images/spacer.gif |
| http://www.learnenglish.org.uk/profsLessons/images/mod2Lesson2Letter2.gif |
| http://www.learnenglish.org.uk/profsLessons/images/spacer.gif |
| **Which of the above is – [Write the correct LETTER next to the subject]** |
| **http://www.learnenglish.org.uk/profsLessons/images/spacer.gif** |
| |  |  | | --- | --- | | i. complaining about something | iv. advertising | | ii. giving a personal message | v. apologising | | iii. providing information | vi. asking someone to do something | |

1. You are the Public Relation Officer of JU. Write a memo to all the faculty members of JU informing them about the upcoming speech of Nobel Laureate Dr. Muhammad Iunus. Mention the date, time and venue of the speech. Give a Cc to the VC of JU.