



Memos And Circulars

C1 – C2

Module 2

Here's What We
Will Be Learning in
this Presentation:



Summary

- ☐ Memos.
- ☐ How To Write A Memo.
- ☐ Sample Of A Memo.
- ☐ Notes.
- ☐ Circulars
- ☐ Difference Between Circulars And Memos.
- ☐ Sample Of A Circular.
- ☐ Exercises.

Vocabulary

Adhered: to stick firmly to something.

Outlet: a shop/store or an organization that sells goods made by a particular company or of a particular type.

Entice: to persuade somebody/something to go somewhere or to do something, usually by offering them something.