



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.