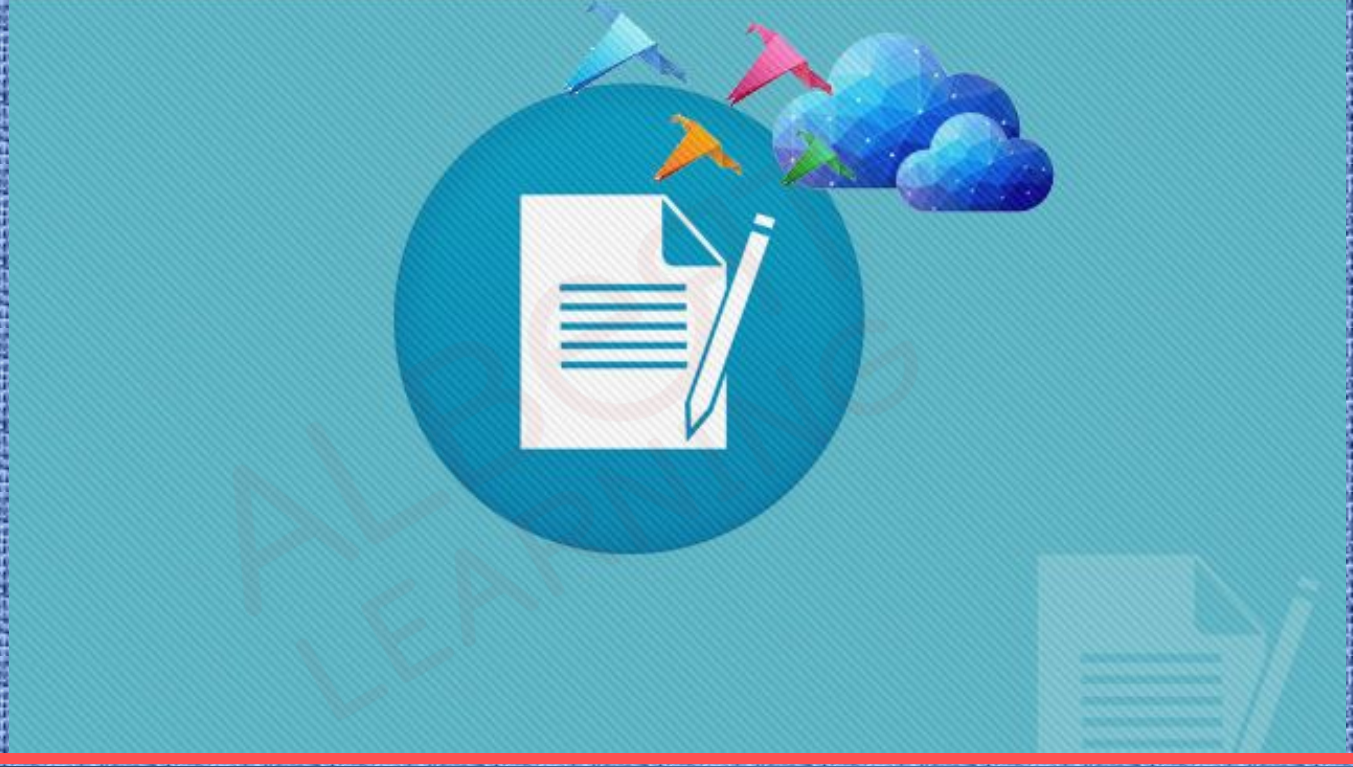

Memos And Circulars

C1 – C2

Module 2

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Summary

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

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

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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.

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