Memo

To: GSI Country Representative

From :Frank Lloyd Wright, Architectural Digest

Date:

Re: Architecture

Architectures Digest is putting out an article on the architecture of your country. Please prepare a poster (you may use the back of the poster you are doing on the arts) on the architecture and any notable architects in your country. Make sure to include some information on architecture in general in your country and on individual architects

Mr. Satell’s two cents

I have looked over this memo in your in basket and have a few thoughts for you.

* Remember to use the memo format to: the person you are sending it to. From that is you (and or your partner) your title including your country, and period. Also include the Date: and what the memo is regarding (RE)
* Use the packets available in class, worksheets given to you, notes from class, and/or internet and other sources of quality
* Have a short sentence reminding them what they requested in the memo sent to you
* Use bullet points and paragraphs.
* Use good grammar and spelling
* Cover the material fully in as few words as possible

I would have a short memo that describes the architecture of the country and have the poster as an attachment

* Make sure to include a number of examples of architecture and architects from different periods that represent the country.
* The poster should be neat and should be pleasant to look at.
* Include information on architecture in your country
* It should include the name of the architect and have descriptions of each building