Memo

To: GSI Country Representative

From: Sal Sa, MTV

Date:

Re: Music and Dance

Good news: MTV wants to host dance parties leading up to and during the World Cup. To prepare people, they want you to create a pamphlet showcasing the music and dance in your country. Here are some ideas on what to include:

* History of music and dance in your country
* The current scene (what’s going on now in your country in music and dance
* Some of the most famous entertainers in music and dance (past and Present)
* Pictures and diagrams of dances popular or created in your country

Put together a memo looking at the history of music and dance in your country as well as looking at the music scene today.

Who knows, if you do a great job you might be able to hang out with some of the world’s best musical artists.

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

A pamphlet is a bigger sized brochure that gives an introduction to the topic. Remember you want people to be excited about coming to your country to take part in the music and dance “scene”.

In addition, Make sure to do your best to include everything asked for in the memo’s bullet points.