Memo

To: GSI Country Representative

From: Frida Kahlo, FIFA Director of the Arts

Date:

Re: The Arts

In an effort to support the arts in our host countries FIFA will host an exhibition on the history of art in your country. Please put together a history of art from pre-Columbian to present day. Gather pictures of important art, artists, and descriptions and put it on a poster board.

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 art and artists from different periods that represent the country.
* The poster should be neat and should be pleasant to look at.
* It should include the name of the piece of art, the artist and have descriptions of each work of art