Memo

To: GSI Country Representative

From: Tevye Fiddler, Travel Magazine

Date:

Re: Traditions

The Travel Magazine would like to do an article highlighting the traditions and festivals your country in anticipation of the World Cup.

Please put together a one page article that looks at the various traditions and festivals that occur in your country.

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

In addition

* See if you can look at a Travel Magazine and try to copy its style in writing your article. Just write a short memo and attach the article.
* Make sure the description of the traditions and festivals give a fun and inviting view. Remember, we are doing this free media to highlight the country.