

BEC商务英语教程-读一篇备忘录 PDF转换可能丢失图片或格式，建议阅读原文

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memo:-----MEMORANDUMDate:

23/3/-----From: H.G.W.To: Department

managersSubject: In-service English Classes1. From Monday 8 May

English classes will be held in the Training Centre (room 3.17).

There will be 2 groups: advanced level (10.30--12.00) and

intermediate level (8.30--10.00). Please encourage your staff to

attend one of the sessions. All teaching materials will be provided but

students will be expected to do homework and preparation outside

working hours.2. Please send me the names of all interested staff by

noon on Wednesday 26 May. They will be given an informal oral test

during the first week in May so that we can decide which of the

classed is best for them.3. The size of each class will be limited to 12

participants. 100Test 下载频道开通，各类考试题目直接下载。

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