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https://www.100test.com/kao_ti2020/150/2021_2022__E5_95_86_E5_8A_A1_E5_86_99_E4_c85_150901.htm [Direction] : Take a

report by the academic department of an association.Follows should be pay attention to : 1) the immediate schemes 2) detailed information such as dates , related persons and numbers

WORK-IN-PROGRESS REPORT FOR THE MONTH OF

MARCH , 2002 From : Anny lee , Head , Academic

Department To : Mr Ng sik-hung , Chairman Shang Hai

Evergreen Association Ref : 0091963 Date : 2 April 2002 .Shang

Hai Secondary School 1.The number of students for the month is

: Form 1 : 329 , Form 2 : 300 , Form 3 : 500 , Form 4 : 238

, Form 5 : 234 2.The week starting from 17 March 2002 was

scheduled as a “ week ” 。 3.Mental consult was scheduled to be

March offered 2002 in the School Hospital within the period 29 to 1

May 2002.The persons in charge of the program would be staff of the

Mental Health Society. .Academic exchange 1.As one of the

initiators , the Association has agreed to host the seminar “ The

fostering of talented personnel in Mainland China ” , to be held on

3 May 2002 in Shang Hai. 2.The Chairman has agreed to give a talk

on behalf of the Association in a seminar on the exchange of talented

personnel within South East Asia , which is scheduled to be held on

1 July 1997 in Tokyo. [signature] *.这是一份工作报告，这类报告

应注意言之有序，无论是说一件事的始末，或多项事的情况

，都必须有条不紊，思路清晰，并且言之有据，引用的数据

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