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rewritten memo : MEMORANDUM To : All member of staff , Northern Branch From : K.L.J. Date : 5 December 20 Subject : PERSONAL COMPUTERS The board urgently requires feedback on our experience with PCs in Northern Branch. I need to know , for my report : 1. What you personally use your PC for and your reasons for doing this. If you are doing work that was formally done by other staff , please justify this. 2. What software you use. Please name the programs. 3. How many hours per day you spend actually using it. 4. How your PC has not come up to your expectations. 5. What unanticipated uses you have found for your PC , that others may want to share. Please FAX this information directly to me by 5p.m. on WEDNESDAY 7 December. If you have any queries , please contact my assistant , Jane Simmonds , who will be visiting you on Tuesday , 6 December. Thank you for your help. 100Test 下载频道开通 , 各类考试题目直接下载。详细请访问

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