

写作指导:改写一篇备忘录(1) PDF转换可能丢失图片或格式, 建议阅读原文

[https://www.100test.com/kao\\_ti2020/151/2021\\_2022\\_\\_E5\\_86\\_99\\_E4\\_BD\\_9C\\_E6\\_8C\\_87\\_E5\\_c85\\_151021.htm](https://www.100test.com/kao_ti2020/151/2021_2022__E5_86_99_E4_BD_9C_E6_8C_87_E5_c85_151021.htm) Look at the memo

below and decide how it can be improved ; Rewrite it in your own words ; When youve done this , compare your rewritten memo with the model in next piece. MEMORANDUM To : All members of staff , Northern Branch. From : K.L.J. Date : 5 December 20  
As you know , one of the reason for the introduction of PCs in Northern Branch was to provide us with feedback before we decide whether to install PCs in other departments. The Board has asked me to submit a report on your experiences by the end of this week. I talked to some of you informally about this last month. During my brief visit I noticed a junior member of staff playing some kind of computer game in the lunch hour , and a senior manager told me that he used his for writing letters - a job for a secretary , surely ? So that I can compile a full report , I would like everyone to let me know what thay personally use the PC for , what software they use and how long per day they spend actually using it. It would also be useful to find out how their PC has not come up to expertations , and any unanticipated uses they have found for their PC , so that others can benefit from your experience. 100Test 下载频道开通 , 各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)