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https://www.100test.com/kao_ti2020/640/2021_2022__E5_89_91_E6_A1_A5_E5_95_86_E5_c85_640133.htm WRITING PART

ONE You are the training manager of a company which has won a large export order. You have been asked to organize foreign language training for some of your staff. Write a memo of 40-50 words to staff: explaining why the courses are necessary saying which members of staff should attend announcing when the courses will start Write on your Answer Sheet.

PART TWO Your company exports to a number of countries around the world. The company is looking for new agents for international freight. Read the two advertisements below, on which you have made some notes. Then, using the notes, write a short report for the Export Sales Manager, covering all your points and saying which agent you recommend. Write 120-140 words. Write on your Answer Sheet.

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