





Express each sentence as a concern.

1 The product is not suitable for the target buyers.

2 There aren't enough desks for everyone in your office.

3 One of your colleagues smokes in the toilet.

4 The cafeteria staff is always rude to all the employees.



Introduce today's sentences.

Grammar Focus

- How to Write a Memo

Key Expressions

- I would like to request approval for the additional budget.
- I've attached a breakdown of expected expenses to this memo.



Listen to the teacher and repeat.



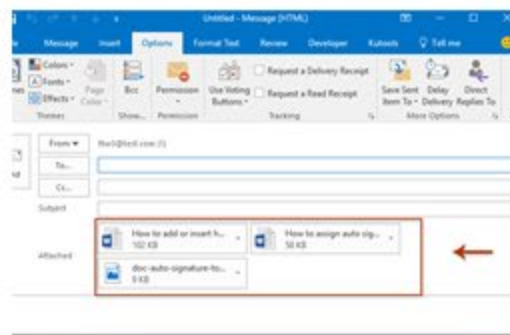
approval



budget



expenditure



attachment



Learn the structure of the memo.

To: @masumitakahashi1@gmail.com
 From: @linawatanabe2@gmail.com
 Date: September 27, 2021
 Subject: Approval Request: Additional Budget- Team Building

Dear Mr. Takashi:

In relation to the Marketing Department's Team building that will take place on October 4th at High-water Resort and Spa, I would like to request approval for the additional budget that will be used for the team building.

Early this year, I had a remaining budget of \$923.47. As it was Mr. Suzuki's last day last September 14, 2021, I extended a last-minute invitation to his replacement, Ms. Jenny Yun. This resulted in an additional expenditure of \$48.91 (entry ticket, lunch transportation, snacks). The expected cost of the team building is \$1000, which is beyond my team's remaining budget.

I've attached a breakdown of expected expenses to this memo for your review and approval. I will then submit my expense claim form as per the usual procedure.



Memorandum or Memo

A document used to report information, make a request, or recommend an action.

1 Recipient's Email Address

2 Sender's Email Address

3 Date of sending the email

4 Purpose of the memo


5 Greetings

6 Body

Reason for writing

Provide context or supporting evidence

State your specific amount request



Learn the grammar structures.

Expressions used to state the subject of a memo, email, etc.

■ In relation to ...

In relation to the upcoming team building event ...

■ On the subject of ...

On the subject of the new product launch and release ...

■ As regards ...

As regards the new system training ...

Expressions used to inform the reader about the attached file, documents, etc.

■ I have attached ... to this ...

I've attached a breakdown of expenses to this memo for your review and approval.

■ I'm enclosing

I'm enclosing the price list for you to review.

■ Please take a look at the attached ...

Please take a look at the attached monthly report in pdf file.

Identify which part of the memo the following phrases / sentences belong to.

1

As regards the multiple complaints of the long-serving time of food from the kitchen, I'd like to request hiring additional staff in the kitchen...

2

TO: Raymark Chen, Head of HR Department
FROM: Elena Sy, Restaurant Manager
DATE: November 29, 2021
SUBJECT: Approval Request: Additional Staff in the Kitchen

3

As our restaurant continues to become popular, more and more diners are coming in every night. The current 7 staff (1 chief cook, 2 assistant cooks, 2 dishwashers, 2 serving staff) is not enough to serve the diners on time...

4

Please approve this request and add at least 2 more staff to the kitchen ...

5

Memo: Request for additional staff in the kitchen

a) title

b) headings

c) introduction

d) background

e) closing



Write T if the statement is true and F if it is false.

1 The purpose of the memo should be stated in the closing part.

2 The expression, "As regards..." is used to state the subject of the memo.

3 The date of sending is not important information to include in the memo.

4 You can give some context or evidence of the memo's subject in the second paragraph.

5 You should not inform your recipient of any attachments included in your email or memo since it's rude to do so.



Situation: Many employees have complained that your company's website is out-of-date. Your co-worker is in charge of updating the layout of your company's website next week. Help him make a memo to all the staff about the update.

In relation to + phrase (subject) ...

I've attached + noun (file, document, etc.) ...



Read what we learned today.



- **Word Focus**

- approval budget
- expenditure attachment

- **Grammar Focus**

- ■ How to Write a Memo