



Different types of writing for different purposes

In this last part, you can try out your skills further in these test-type questions and then check your answers.



Activity 1

Answer the following Progress Check questions.

BETTA BACON LTD

To: Heads of Department
From: Personnel
Subject: Visit to factory by Health and Safety Trainers
Date: 15 February

Training will take place on 22 February. The purpose is to upgrade or, in the case of new staff, undertake the following 2 topics:
9:30 - 12:30: Frozen Meat and Bacon Press Safety Regulations
1:30 - 5:30: E.coli 157 and "Ready To Eat" meats.
Please inform your staff of these times and return enclosed lists completed with names of all your staff who will be attending.
Remember it is our practice to promote and encourage safety and hygiene awareness for all staff. Please return lists by 20 February.

- 1 This document could be best described as a:
- A business letter
 - B short report
 - C memorandum
 - D personal note

(From Progress Check G, question 26.)



BLD ENGINEERING COMPANY

Memo

To: Pat Ryan
From: Mary Wong
Subject: _____
Date: Thursday 5th March

There is a meeting next Wednesday afternoon in the training room about the new computer network and I was wondering if you would be available to attend.

Diane Richards from the computer department is going to give a presentation about the new system that has just been put in throughout the factory. There is also a video to watch and then you will be able to sit down at a computer and try out the system for yourself.

It would be helpful if you could take notes on how the new system will affect the staff in the department and word process a document for us to read in the weekly team meeting on the following Monday morning. I will then arrange for everyone in the department to have the opportunity for some training at a later date. Please let me know by Friday at the latest if you are able to go.

2 Which would be the most suitable document for Pat to produce for the team meeting?

- A a training manual
- B a leaflet
- C an essay
- D a short report.

(From Progress Check E, question 29.)

Try out your e-mailing skills by letting a friend or your tutor know what you have learnt in this task. If you can, use bullet points to highlight two or three key skills.



Self-check answers to activities in Part 2

Activity 1

- 1 = C** E-mail to inform your off-site line manager about the incident.
- 2 = A** Memo to inform other staff in the office (ten people) to take more care when stacking items in the stock room.
- 3 = B** Short report to give details of the incident to the site health and safety officer.

Activity 2

	E-mail		Memo		Short report	
	Yes	No	Yes	No	Yes	No
Sender's name*		√	√		√	
Recipient's name	√		√		√	
CC	√		√			√
Date*		√	√		√	
Time*		√		√		√
Subject heading	√		√			√
Greeting	√			√		√
Signing off	√			√		√

***Note that most e-mails will include the points above automatically. Chose your greeting and sign-off appropriately.**



Build your skills: Writing for different purposes – Part 3

Activity 3

B Stock room health and safety

Activity 4

D The health and safety officer and Hayley Jones

Activity 5

It would be useful to share your completed report with a colleague or fellow learner.