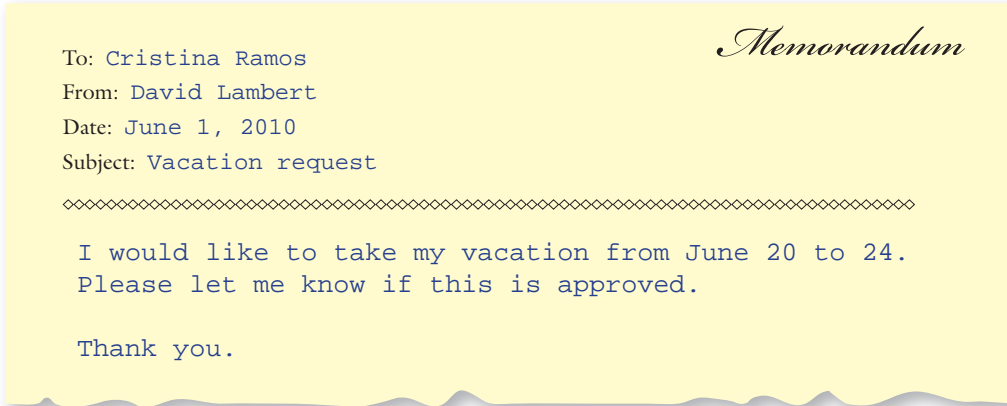


# Unit 7

## 1 BEFORE YOU WRITE

Look at the memo. Then answer the questions.



1. Who is the memo from? David Lambert
2. Who is the memo to? \_\_\_\_\_
3. Guess: What is their relationship? \_\_\_\_\_
4. What is the reason for the memo? \_\_\_\_\_
5. What do you think? What is going to happen next? \_\_\_\_\_

## 2 WRITE

Write a memo to your manager. Ask for permission to take a vacation or time off from work. Use true or made-up information.



Can you...write a note to your manager about vacation time?