

Memorandum

To: Nina Miklavc, English Language Program Coordinator

From: Andy Nash, English Teacher

RE: Evaluation of Students in Logistics English 2 Class

Date: March 13, 2008

This memo summarizes my initial assessment of the students in my Logistics English 2 class in the Summer Semester 2008.

First, all the students seem highly motivated, although some are a bit too highly motivated at times.

Second, the students all are willing to speak English and to participate in the class. Based on our conversation at the beginning of the semester I was not expecting this, and am pleasantly surprised. Although on the other hand, some of the students may be a bit too willing to speak during class!

Third, my initial assessment is that everyone in the class is very competent in English. I am very impressed with the high quality of their comprehension, speaking and writing skills.

Finally, the students all seem to have a very good understanding of logistics and transport concepts. While the goal of this class is English speaking, I can see that the students are learning a great deal about logistics.

In summary, I believe that all the students should be given a holiday since they are so good in English and their teacher gives them too much homework.

Short: sentences, paragraphs

- Introduction paragraph: memo purpose
- Organized: first, second, third ... OK to repeat the same format in each paragraph ...
- Summary paragraph ... related to the memo purpose

No salutation (Dear Andy), no closing (Sincerely yours, Andy)

The purpose of a memo is to quickly convey specific information. It should be easy to read and understand. It's used generally to 'brief' your manager on specific issues for which you are responsible.