Keyboarding and document process

CBUS 234

Work sheet (2)

***Question 1***

Use a comma in the following sentence:-

* The lawyer the bank and the courthouse received copies.
* The closing was delayed therefore for more than an hour.
* Ms. Sperry flight was delayed however for tow hour.
* Saleh said “the weather is so nice”.
* She went in June 2 2006 in order to attend the conference.

Edit each sentence to correct any errors:-

* cindy Wallace has a part time job after school.
* The accountant was extremely busy from march through april.
* I will give my homework to ms.nora tomorrow.
* Hind goes in microsoft company on saturday.
* Joan moved to japan in may.

**Question 2 :-**

|  |  |
| --- | --- |
| All Company Personnel | **Name of recipient** |
| Jerry Mitchell, Employee Relations Division | **Name of writer** |
| October 15, 20-- | **Date** |
| Holiday Committee | **Subject** |
| urs | **REFERENCE INITIALS** |

**Body:**

There has been a great deal of interest regarding the appropriate procedures for

planning our upcoming holiday event next month.

I have received requests from approximately 80 percent of our customers to organize

some type of annual charitable event. This event will include all interested employees

and customers and will provide an opportunity for everyone to contribute financially

to local families in need.

It will be necessary to gather general information regarding the cost of renting a

facility in our area, which will be ready next week. When I am through with that

process and a contract has been signed, I will contact all interested personnel. If you

are interested in participating in this important event, please return the attached

sign-up sheet.

**format a Memo in block style:-**