

# Unit 1 First Day at Work



## Section One Reading

### ➤ Technical Reading

Working in an international IT company means that you have to deal with English all the time. Kevin needs to get familiar with the English equivalents of the technical terms he has learned. So the first class he needs to make up for is to learn the English name for each component of a computer.

### Introduction to Computer Components

Computer are electronic machines which can accept data in a certain form, process the data and give the results of the processing in a specified format as information. Key **elements** in a computer system include the processor, **memory**, **input devices**, **output devices**, and **storage**. The input/output devices are sometimes called **peripheral** devices.

The processor is the **kernel** of any computer system, sometimes called the **Central Processing Unit** (CPU). In a way, it is the “brain” of the computer. It has three main sections: the control unit, the **Arithmetic and Logic Unit** (ALU) and the memory section.

Storage of data and software in a computer system is either temporary or permanent. **Random-Access Memory** (RAM), provides temporary storage of data and programs during processing within **chips**. Permanently installed and interchangeable disks provides permanent storage for data and programs for retrieval by the computer. Today’s personal computers use a variety of storage technologies, including **floppy** disks, **hard disks**, CDs, DVDs, tapes, and **flash drives**.

Computer systems use many devices for input purpose. Input devices enable data to go into the computer’s memory. The most common input devices are the keyboard (for keyed input), a microphone (for voice and sound input), or a point-and-draw device, such as a mouse. The other

typical input device are: **joy-stick**, digital camera and **scanner**.

Output device enable us to extract the finished product from the system. For example, the computer shows the output on the **monitor** or prints the result on to paper by means of a **printer**.

Output also can be routed to a video display, or audio speakers.

On the rear panel of the computer there are several ports into which we can plug a wide range of peripherals—**modems**, **fax machines**, **optical drives** and scanners.

There are the main physical units of a computer system, generally known as the **configuration**.

## Vocabulary

- |                                   |                   |
|-----------------------------------|-------------------|
| 1. elements                       | <i>n.</i> 元素      |
| 2. memory                         | <i>n.</i> 内存      |
| 3. input devices                  | <i>n.</i> 输入设备    |
| 4. output devices                 | <i>n.</i> 输出设备    |
| 5. storage                        | <i>n.</i> 存储, 存储器 |
| 6. peripheral                     | <i>n.</i> 外围设备    |
| 7. kernel                         | <i>n.</i> 内核, 核心  |
| 8. Central Processing Unit(CPU)   | <i>n.</i> 中央处理器   |
| 9. Arithmetic and Logic Unit(ALU) | <i>n.</i> 算术逻辑单元  |
| 10. Random-Access Memory(RAM)     | <i>n.</i> 随机存取存储器 |
| 11. chip                          | <i>n.</i> 芯片      |
| 12. floppy                        | <i>n.</i> 软盘      |
| 13. hard disks                    | <i>n.</i> 硬盘      |
| 14. flash drives                  | <i>n.</i> 闪存盘     |
| 15. joy-stick                     | <i>n.</i> 操纵杆     |
| 16. scanner                       | <i>n.</i> 扫描仪     |
| 17. monitor                       | <i>n.</i> 显示器     |
| 18. printer                       | <i>n.</i> 打印机     |
| 19. modems                        | <i>n.</i> 调制解调器   |
| 20. fax machine                   | <i>n.</i> 传真机     |
| 21. optical drives                | <i>n.</i> 光盘驱动器   |
| 22. configuration                 | <i>n.</i> 配置      |

## Exercise 1

### True or False

1. ( ) Key elements in a computer system include memory, input devices, and output devices.



2. ( ) Keyboards, mice, input pens, and printers are input devices.
3. ( ) The input/output devices are also called peripheral devices.
4. ( ) CPU can be called the key element of a computer.
5. ( ) The control section can be found in the CPU of a typical PC.

## Exercise 2

There are 5 terms or phrases in the following box. Below the box are the explanations for these terms. Choose the correct explanation from a~e for each term by typing the corresponding letter.







- |                            |       |
|----------------------------|-------|
| 1. software                | _____ |
| 2. central processing unit | _____ |
| 3. peripheral devices      | _____ |
| 4. hardware                | _____ |
| 5. output                  | _____ |

- a. the brain of the computer
- b. programs which can be used on a particular computer system
- c. results produced by a computer
- d. physical parts that make up a computer system
- e. hardware equipment attached to the computer

## ➤ Fast Reading

### Text 1

The following is an advertisement with product specifications.

			
<ul style="list-style-type: none"> <li>● <b>HP Z420 Workstation</b></li> <li>● Intel® Xeon® E5-1620 v2 (3.7 GHz, 10 MB cache, 4 cores)</li> <li>● Windows 7 Professional 64 (available through downgrade rights from Windows 8 Pro 64)</li> <li>● 8 GB 1866 MHz DDR3 ECC Unbuffered RAM (2 X 4 GB)</li> <li>● 8 DIMM</li> <li>● 1 TB 7200 rpm SATA</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Dell Inspiron 660s</b></li> <li>● Intel® Pentium® processor G2030 (3M Cache, 3.0 GHz)</li> <li>● Windows® 7 Home Premium, 64Bit, English</li> <li>● 4GB3 DDR3 SDRAM at 1600MHz</li> <li>● 500GB 7200 RPM SATA Hard Drive</li> <li>● Intel® HD Integrated Graphics</li> <li>● McAfee LiveSafe 12</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Dell Inspiron 15</b></li> <li>● 3rd Generation Intel® Core™ i3-3217U processor (3M Cache, 1.8 GHz)</li> <li>● Windows 8, 64-bit, English</li> <li>● 15.6 inch LED Backlit Display with Truelife and HD resolution (1366 x 768)</li> <li>● 4GB2 DDR3L at 1600MHz</li> <li>● 500GB 5400 RPM Hard Drive</li> <li>● Tray load DVD Drive (Reads and Writes to</li> </ul>	<ul style="list-style-type: none"> <li>● <b>27-inch iMac</b></li> <li>● Up to 3.4GHz quad-core Intel Core i5 processor or 3.5GHz quad-core Intel Core i7</li> <li>● Up to 32GB memory</li> <li>● 1TB or 3TB hard drive; 1TB or 3TB Fusion Drive; or up to 1TB flash storage<sup>1</sup></li> <li>● NVIDIA GeForce GT 755M, NVIDIA GeForce GTX 775M, or NVIDIA GeForce GTX 780M</li> </ul>



<ul style="list-style-type: none"> <li>• AMD FirePro W7000 (4 GB)</li> <li>• Price: \$2,669.00</li> </ul>	<ul style="list-style-type: none"> <li>• Month Subscription McAfee LiveSafe 12 Month Subscription</li> <li>• Price:\$299.99</li> </ul>	<ul style="list-style-type: none"> <li>• DVD/CD)</li> <li>• Intel® HD Graphics</li> <li>• 1 Year Limited Warranty plus 1 Year Mail-In Service</li> <li>• 4.96 lbs</li> <li>• Price: \$440.99</li> </ul>	<ul style="list-style-type: none"> <li>• 27-inch (diagonal) LED-backlit widescreen display</li> <li>• 2560-by-1440 resolution</li> <li>• Price: \$1,799.00</li> </ul>
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### Exercise 3

*Read the descriptions of the four people and the four computers. Choose the most suitable computer for each person.*

1. Steven is a accounting student. He needs a computer to write essays, assignments and letters.
2. Cindy is the manager of an advertising company. She needs a powerful system which will work with optical disks and multimedia applications, integrating text and picture with animation and voice annotations. Digitized images and sound occupy a lot of disk space.
3. Andy is a CAD engineer. His job involves computer-aided design, simulations and three-dimensional modeling. These applications require a lot of memory and a large drive.
4. Tanya is a sales representative. She needs a lightweight machine with which she can process orders and communicate with head office while she is on the road.

### Text 2

*The following is an introduction to two models of laptop.*



**Inspiron Mini 9**

Inspiron Mini Laptops are designed to keep you connected. Our Minis or netbooks are also perfect for kids!

For those who live out of a suitcase and fly frequently, this ultra-portable provides integrated EV-DO.

- Connect with advanced wireless options
  - Light and compact for an on-the-go lifestyle
  - Dynamic & Customizable user interface
- 4 hours battery life & just 2.28 lbs

**Inspiron Mini 9**

Intel® Atom Processor® N270 (1.6GHz/533Mhz FSB/512K cache)



**Inspiron 13**

Inspiron laptops are our mainstream laptop brand, built for everyday use and available in colors and patterns. Give people something to talk about. Meet the new Inspiron™ 13 - the slim, brainy new 13.3" laptop from Dell.

- Up to Intel® Core™2 Duo processors
- Genuine Windows Vista® operating system
- Sleek design, Pacific Blue exterior with piano black accents

**Inspiron 13**

Intel® Core™ 2 Duo T6400 (2.0GHz/800Mhz FSB/2MB cache)

**OPERATING SYSTEM(s)**



<b>OPERATING SYSTEM(Ubuntu)</b> Ubuntu Linux version 8.04.1 <b>LCD Panel</b> Glossy 8.9 inch LED display (1024X600) <b>MEMORY</b> 512MB <sup>2</sup> DDR2 at 533MHz <b>Hard Drive</b> 8GB Solid State Drive <b>VIDEO</b> Intel Graphics Media Accelerator (GMA) 950 <b>Sound</b> Base LCD Assembly <b>Wireless</b> Wireless 802.11g Mini Card <b>Battery</b> 39Whr Battery (4 cell) <b>System Color Option</b> Alpine White <b>Service</b> 1Yr Ltd Warranty and Mail-In Service <b>\$1,928.00-\$2,279.00</b>	Genuine Windows Vista® Home Basic Edition SP1 <b>Display and Camera</b> Glossy, widescreen 13.3" LCD (1280x800) w/o Camera <b>Combo or DVD+RW Drive</b> 8X Slot Load CD / DVD Burner (Dual Layer DVD+/-RW Drive) <b>Memory</b> 3GB2 Shared Dual Channel DDR2 (2 Dimms) <b>Hard Drives</b> Size: 320GB3 SATA Hard Drive (5400RPM) <b>Video Card</b> Intel Graphics Media Accelerator X3100 <b>Wireless Networking</b> Dell Wireless 1505 Wireless-N Mini-card <b>Primary Battery</b> 37Whr Lithium Ion Battery (4 cell) <b>System Color</b> Pacific Blue <b>Hardware Support Services</b> 1Yr Ltd Hardware Warranty, 4 InHome Service after Remote Diagnosis5 <b>\$1,728.00-\$2,010.00</b>
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### Exercise 4

Fill in the blanks according to the information from the text above.

- If you are a businessman traveling around the world, you will choose model \_\_\_\_\_ for its following features:  
 A. \_\_\_\_\_  
 B. \_\_\_\_\_
- If you are a software engineer, you will choose model \_\_\_\_\_ for its following features:  
 A. \_\_\_\_\_  
 B. \_\_\_\_\_
- If you want to play games, you will choose \_\_\_\_\_.
- If you travel frequently and you want to get a cheap laptop you will choose \_\_\_\_\_.



## ➤ Supplementary Reading

### What Does a Scanner Do?

A **scanner** converts text or pictures into electronic codes that can be manipulated by the computer.

There are four different types of scanners: flatbed, sheet-fed, hand-held and drum. The most popular scanner that is used with a personal computer is the flatbed scanner.


In a flatbed scanner, the paper with the image is placed face down on a glass screen similar to a photocopier. Beneath the glass are the lighting and measurement devices. Once the scanner is activated, it reads the image as a series of **dots** and then generates a digitized image that is sent to the computer and stored as a file. The manufacture usually includes software which offers different ways of treating the scanned image.

A color scanner operates by using three rotating lamps, each of which has a different colored **filter**: red, green and blue. The resulting three separate images are combined into one by appropriate software.

To finish the scanning process, the new electronic image must be transfered to a computer. Scanners can be connected to computers in a variety of ways, such as USB, **FireWire** and Small Computer System Interface. It's also common to use a network that allows for a group of computers to connect to the same scanner. Special drivers that speak the scanner language of **TWAIN** are needed in order to read the output. These drivers sometimes come with application software such as **PhotoShop** but usually come in the form of an installation CD with the scanner upon purchase. Once the image has been transferred to the computer, its information can be put into a number of different file types. **PDF** is the standard for document viewing because of its clarity, ease of use and **ubiquity**. A **PNG** is an uncompressed image that allows higher quality but uses more memory. A **JPG** is a compressed image that makes the file smaller, with lower image quality.

If the scanner is attached to a printer, it can simply scan the image and then make the desired amount of copies. If the scanner is by itself, it can be attached to a computer via a USB cord and the signal through the cord will send the scanned material to the desktop. If a high **resolution** printer is set up to receive the scanned document from the scanner or the computer, it will print off documents and items that were scanned just the same as if it were to be copied from a copy machine. Scanners can also scan in color so that the user can receive the added benefit of having professional, high-quality image results.

The following is an introduction to two models of scanner.

 <p><b>Color Scan XR</b></p> <p><b>from Sunrise</b></p> <p>The Color Scan XR from Sunrise is a flatbed scanner with 600dpi of resolution and “9 *15” of scanning area.</p> <p>Think of the possibilities.</p> <p>You can enter data and graphic images directly into your applications-word processors or databases. You can get crisp, clean scans for color compositions, video and animation work.</p> <p>It comes complete with its own image capture software which allows for color and grey retouching. and it's easy to use. What more could want for only £ 616? It couldn't be cheaper.</p> <p>In the field of flatbeds, the Color Scan XR is a clear winner.</p> <p><b>Color Scan XR</b></p>	<p><b>ScanPress 800</b></p> <p>The ScanPress 800 is a self-calibrating, flated scanner with 800dpi of resolution. You can scan from black and white to 24-bit color. The package cincludes a hardware accelerator for JPEG compressing and decompression. JPEG thechnology saves disk space by compressing images up to 50 to 1.</p> <p>In creating ScanPress 800, The manufacturesers have chosen the highest technology to give you're the best scans with the least effort. It produces images with high color definition and shaprpness. And it comes with OCR software and Adobe Photoshop, so you can manipulate all the images you capture.</p> <p>This is a fantastic machine you will love working with. And at only £ 1,037 it is an excellent investment.</p>
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## Vocabulary

- |                |  |
|----------------|--|
| 1. dots        | <i>n.</i> 点  |
| 2. filter      | <i>n.</i> 滤光器  |
| 3. FireWire    | <i>n.</i> 火线   |
| 4. TWAIN       | <i>n.</i> TWAIN 指 TWAIN 协议，是应用软件从计算机外设获取静态图像的国际标准                |
| 5. PhotoShop   | <i>n.</i> Adobe Photoshop，简称“PS”，是一个由 Adobe Systems 开发和发行的图像处理软件 |
| 6. PDF         | <i>n.</i> 便携文件格式，是由 Adobe 公司所开发的独特的跨平台文件格式                       |
| 7. ubiquity    | <i>n.</i> 普遍性  |
| 8. PNG         | <i>n.</i> 是一种位图文件(bitmap file)存储格式                               |
| 9. JPG         | <i>n.</i> jpg 全名是 JPEG。JPEG 图片以 24 位颜色存储单个光栅图像                   |
| 10. resolution | <i>n.</i> 分辨率  |



## Exercise 5

There are 5 terms or phrases in the following box. Below the box are the explanations for these terms. Choose the correct explanation from a~e for each term by typing the corresponding letter.



1. dpi

2. "9×15"

3. JPEG

4. dot

5. resolution

a. Scanning area measured in inches

b. Dots per inch

c. A very small circular shape

d. The ability of a microscope or telescope to measure the angular separation of images that are close together

e. Joint Photographic Experts' Group—a standard format in image compression. With the format your images can be compressed to 1/50<sup>th</sup> of normal size, resulting in a substantial saving of disk space and time

## Section Two Listening

*Formal greeting and introductions.*



## Section Three Speaking

*Useful expression in office: small talk greeting and introduction.*







### Exercise 6

假想销售部的经理吴敏和她的秘书一同拜访一个商务伙伴。首先吴敏需要做一个自我介绍，然后向商务伙伴介绍她的秘书。在这种场景下吴敏应该怎么说？

A: Allow me to \_\_\_\_\_. My name is Wu Min, a manager in the Sales Department.

B: \_\_\_\_\_, Miss Wu? Nice to meet you.

A: \_\_\_\_\_, here's my card.

B: Thank you. This is mine.

A: \_\_\_\_\_. This is Miss Li, my secretary.

B: Glad to meet you.

A: This is Mr. Chen.

C: Nice to meet you.



### Exercise 7

假想你和研发部的同事王新在派对上遇见一个商务伙伴 Mr. King。你需要向商务伙伴介绍王新。在这种场景下你应该怎么说？

A: Wang Xin, \_\_\_\_\_ Mr. King, head of the England delegation, have you?

B: No, not yet.

A: Well, \_\_\_\_\_. Hello, Mr. King, I hope you're enjoying the party.

C: Yes, very much.

A: Mr. King, \_\_\_\_\_. Mr. Wang, from our R&D Department.

C: \_\_\_\_\_?

B: How do you do? I'm very glad to meet you, Mr. King.

### Exercise 8

*What would you say in the following situations?*

1. Introduce yourselves in a less formal way.
2. Try to introduce two of your partners to each other.
3. Your boss says to you, "This is Mr. Smith. He is visiting us from England." What would you say to Mr. Smith?
4. You have been introduced to a client, but latter in the party you can not remember her name. What would you say?
5. The customer service manager, Mrs. Lee, doesn't know Cindy Morris, the new sales clerk. Would you introduce them to each other?







## Section Four Writing



### Memos, notes and notices 备忘录、留言条和公告



A memo is used to communicate inside an organization, usually short but including the following parts (备忘录是一个机构内部沟通的工具，通常包括以下几个部分):

1. To: (致:)
2. From: (由:)
3. Subject: (事由:)
4. Date: (日期:)
5. The actual message (正文)

Memos can be less formal, formal or very formal. (备忘录文体可以是非正式的、正式的或非常正式的)

For example:

#### Memo: Less formal (非正式文体)

##### Sample 1:

Memo	
<b>To:</b>	Office Managers
<b>From:</b>	Joe
<b>Subject:</b>	Room change for the next meeting
<b>Date:</b>	April 14 <sup>th</sup> , 2009
The meeting on Friday, April 17 <sup>th</sup> , has been changed to Room 302.	

##### Sample 2:

Memo	
<b>To:</b>	Everybody
<b>From:</b>	Anne
<b>Subject:</b>	Department meeting
<b>Date:</b>	July 14 <sup>th</sup> , 2009
Our department meeting takes place at 1:30 in Room 402 every Friday afternoon.	

##### Sample 3:

Memo	
<b>To:</b>	Joe



<b>From:</b>	Ivy
<b>Subject:</b>	Routine check
<b>Date:</b>	August 18 <sup>th</sup> , 2009
The top management will check all departments' routine work. Please get ready and cooperate well.	

## Formal (正式文体)

## Sample 1:

Memo	
<b>To:</b>	All teachers in our faculty
<b>From:</b>	Head of Faculty
<b>Subject:</b>	Training on the NIT exam
<b>Date:</b>	April 12 <sup>th</sup> , 2009
<p>Please tell your students that they can sign up for the NIT exam training course we are running from April 20<sup>th</sup>, 2009 to June 20<sup>th</sup>, 2009.</p> <p>Students will go to Mr. Zhang in Office 309 to get registered by next Friday April 17<sup>th</sup>, 2009. The training course costs 400 yuan. Lessons start at 6:00 pm and finishes at 7:40 p.m. with 10 minutes break from 6:45 p.m. to 6:55 p.m. every Monday, Wednesday and Friday evening.</p> <p>Please contact me if there are any questions.</p>	

## Sample 2:

Memo	
<b>To:</b>	All Officers
<b>From:</b>	Human Resources Manager
<b>Subject:</b>	Training lesson
<b>Date:</b>	August 18 <sup>th</sup> , 2009
<p>There will be a training lesson for our customers on Wednesday July 25<sup>th</sup> to teach them how to use our after-sales service when they have problems with the software we developed for them.</p> <p>Please prepare what area each of you is responsible for and what problems you can solve for them. Thank you.</p>	

## Sample 3:

Memo	
<b>To:</b>	All employees
<b>From:</b>	Accounts office





**Subject:** Lunch cards

**Date:** Sep 15<sup>th</sup>, 2009

Everybody is arranged to eat in the canteen and supposed to use a new employee lunch card.

Please come to the accounts office to collect your card. Thank you.

### Very Formal（非常正式文体）

#### Sample 1:

#### MEMORANDUM

**To:** Z X Liu, General Manager

**From:** Catherine Y L, Office Manager

**Date:** 12 April 2009

**Subject:** Purchase of a Color Printer

##### 1. Introduction

At the staff meeting on Wednesday, 9 April 2009, you asked for information about the possible purchase of a color printer. I would like to give these details.

##### 2. Background

Since the eye-catching posters are needed for advertising our products, staff has difficulty in printing colored pictures.

##### 3. Advantages

Providing a color printer would help to make attractive posters and print colorful pictures.

##### 4. Staff Opinion

Staff would like to use the color printer when necessary.

##### 5. Cost

Details of suitable models are given below:

Brand	Model	Price
HP	Deskjet 5438(C9045D)	¥ 690
Epson	ME2	¥ 530
Lenovo	5510	¥ 500

##### 6. Request

If this meets with your approval, we would appreciate it if you could authorize up to ¥ 700 for the purchase of the color printer.

Catherine Y L





## Sample 2:

Memo	
<b>To:</b>	All Staff
<b>From:</b>	Accounts Manager
<b>Subject:</b>	NEW EXPENSES CLAIM SYSTEM
<b>Date:</b>	August 20 <sup>th</sup> , 2009
<p>A corporate charge card and an automated expenses claim system will be used throughout the company.</p> <p>Employees who travel on company business will be sent a form by E-mail each month that shows all purchases made on the card.</p> <p>Employees indicate the business purpose of each purchase and then will be paid in cash. Line managers will monitor the claims and make a random check of the claims.</p>	



## Sample 3:

Memo	
<b>To:</b>	Forever Estates
<b>From:</b>	Business Space
<b>Subject:</b>	Renting office space
<b>Date:</b>	June 20 <sup>th</sup> , 2009
<p>Concerning the office space rent, the following is what we can offer you:</p> <p>10% discount on the total price if you would like to rent our offices for 2 years;  4 offices left in the central plaza with no parking space but not in the Opera Place;  Additional underground car park available near the central plaza</p> <p>Please confirm the above and inform us about your final decision.</p>	

A note is used to keep your reader firmly in mind about matters or facts of a current situation. It should be simple and to the point. (留言条用来提示收条者当前事件的状况。它的特点是简单、直接)

Notes includes 3 parts, the salutation, the message and the writer's signature but very informal. (留言条由三部分组成: 称呼、正文和署名, 采用非正式文体)

For example:

<p>Shelly,</p> <p>Here is your USB disk. Tell me you get it.</p> <p>Thanks.</p> <p>George</p>
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Henry,

Can't find the name list I need for the security meeting. If you've kept a record, please give another copy to me ASAP.

Thanks.

Ivy

Steve,

I took your mobile disk away for tomorrow because I need the document in it. I will return it quickly.

Thanks.

Ivy

A notice is an announcement containing information about an event. It should be quite short but very clear.

A notice needs a heading at the top, then the main announcement and at the bottom there should be the name of the writer and the date. (公告需要有一个标题、主要内容和结尾的署名、日期)

For example:

### LUNCH BREAK

From next Monday, lunch break time for Block 1 students will start from 11:35 and for Block 2 students it will begin from 11:45. Teachers can have their lunch break between 11:00 to 13:20.

Sue Miller, Personnel Manager

October 18<sup>th</sup>, 2008

### A notice of Lost and Found

On the evening of March 4<sup>th</sup>, 2009, I found an MP3 in the English reading-room on the second floor of the new library in the east district of our university.

The MP3 can be generally described as follows. It is brand new and metallic gray in color. The portable MP3 is as big as a normal USB disk and as thin as a regular magazine.

The owner of the MP3 may contact me now. My mobile phone number is 13852473544. Please make an appointment in advance.

Sincerely Yours,

Wang Yuan

March 22<sup>nd</sup>, 2008



## Removal Notice

Our shop is now moved to a new business zone owing to the road construction. The current address is Apartment C, 88 Zhongshan Road. You are warmly welcome to the new site. Sorry for any inconvenience this may have caused you.

Dream Tech Computers  
June 10<sup>th</sup>, 2008

## The difference of memos, notes and notices (备忘录、留言条和公告的区别)

	Memos	Notes	Notices
1	to a group or an individual	to an individual	to anyone in particular
2	formal	informal	formal
3	use of formal job titles no use of 1. abbreviations 2. ellipsis (省略、省略号) 3. contractions (缩写) 4. omissions of words	use of omissions of 1. subjects 2. auxiliaries 3. articles	use of formal job titles no use of 1. abbreviations 2. ellipsis 3. contractions 4. omissions of words

## Exercise 9

## 1. Write a memo

You work for Acer Computer Company. Your Office Manager is Miss Xinyi Dong. She asks you to write a memo on behalf of her to all the company's representatives, informing them that the new supply of company-headed writing paper, notepads, and ballpens with the company's name and address, which are given to customers, has arrived and will be available to the representatives from next Monday from the office. She also needs to know the quantities of these items each representative requires.


## 2. Write a note

You are Amanda Ribera, the Human Resources Manager of the Blue Sky Company. You asked your colleague, Danny Brown, to interview a candidate for you because you will be away on a business trip next Tuesday. You have marked a few things you want to ask about the candidate. Your colleague agreed, so before you go, you need to write a note to thank him, also say when the interview takes place, what you've done to the candidate's C.V. and ask Danny to take notes for you.

## 3. Write a notice

You are Jay Yang, the General Affairs Manager of LTP Company. You have just informed by the electricity authorities that the electricity supply will be turned off tomorrow between 9am and





3pm. You can't afford to close the office for this long so you prepare some batteries for staff to use with some machines. Please write a notice to put on staff notice board in the reception area and apologize for any inconvenience.



## Transcript

### Listening 1

A: Good morning. My name is Kevin. I'm from Creative Software. How do you do? It's nice to meet you.

B: How do you do? I'm pleased to meet you, too. Welcome to IBM. I hope you enjoy your visit.

### Listening 2

A: Mr. Lin, I'd like you to meet Amy Jin. She's our Human Resources Manager.

B: How do you do, Ms. Jin?

C: How do you do, Mr. Lin?

B: Nice to meet you.

C: It's nice to meet you, too.

**Your turn: Try to introduce two of your partners to each other.**

