

LESSON 96

Memo 5

PAPER: A5 (210 x 148 mm).

TARGET TIME: 7 minutes.

Take one carbon copy.

From Headmaster To All Staff Date To-day's date
 Subject C.S.E. and G.C.E. entry
 Will all Staff please note that there will be a general Staff Meeting in the Staff Room at 1600 hours on Monday next. (Paragraph) Following the Staff Meeting there will be a meeting of all Staff who take the 5th forms and the entry recommendations for both C.S.E. and G.C.E. will be made. Heads of Department are requested to attend even if they do not take 5th forms. Form Tutors are requested to bring along the reports for their forms.

Postcard 4

TODAY'S DATE

TARGET TIME: 5 minutes.

From The modern furniture Store, 59 High Street, Yeovil
 SO9 3NB. The dining suite you ordered last month is now awaiting inspection. Should you decide to have the suite delivered without viewing it would you kindly 'phone Yeovil 5646 and ask for Mr. Everett. Please note that this store closes early on Wednesday but remains open until 8.00pm on Friday.
 To Mr. R. Summers, High Elms, Ash Hill, Yeovil SO2 7AA.

Display 9

PAPER: A5 (148 x 210 mm).

TARGET TIME: 15 minutes.

Put in the leader dots.

KINDS OF SEED.

	purity	Percentage Germination
Tomato	99	80
Kale, Garden	98	75
Bean, Broad	99	80
Bean, Runner	99	80
Bean, Dwarf	99	60
Carrot	93	60
Parsnip	97	70
Spinach	97	65
Onion	98	

Typist Display in alphabetical order please

Display 10

PAPER: A5 (148 x 210 mm).

TARGET TIME: 10 minutes.

Put in the leader dots.

Ham salad	20p
Ploughman's lunch	15p
Steakburger and Egg	17p
Sausage, Egg and Chips	20p
Egg and Chips	15p
Bacon Sandwich	15p
Beef Sandwich	15p
Cheese Sandwich	10p
Coffee	5p