

EXERCISE 43-1 Spelling

The following memo has been run through a spell checker. Proofread it carefully, editing the spelling and typographical errors that remain.

November 1, 2001

To: Patricia Wise

cc: Richard Chang

Form: Constance Mayhew

Subject: Express Tours annual report

Thank you for agreeing to draft the annual report for Express Tours. Before you begin your work, let me outline the initial steps.

First, it's essential for you to include brief profiles of top management. Early next week, I'll provide profiles for all managers except Samuel Heath, whose biographical information is being revised. You should edit these profiles carefully, then format them according to the enclosed instructions. We may ask you to include other employees' profiles at some point.

Second, you should arrange to get complete financial information for fiscal year 2001 from our comptroller, Richard Chang. (Helen Boyes, too, can provide the necessary figures.) When you get this information, precede according to the plans we discuss in yesterday's meeting. By the way, you will notice from the figures that the sale of our Charterhouse division did not significantly affect net profits.

Third, you should submit first draft of the report by December 15. I assume that you own a laser printer, but if you don't, you can submit a disk and we'll print out a draft here. Of course, you should proofread your writing.

I am quite pleased that you can take on this project. If I or anyone else at Express Tours can answer questions, don't hesitate to call.