



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



Tshwane South  
TVET College

*"achieve the future"*

**SUBJECT: Communication**

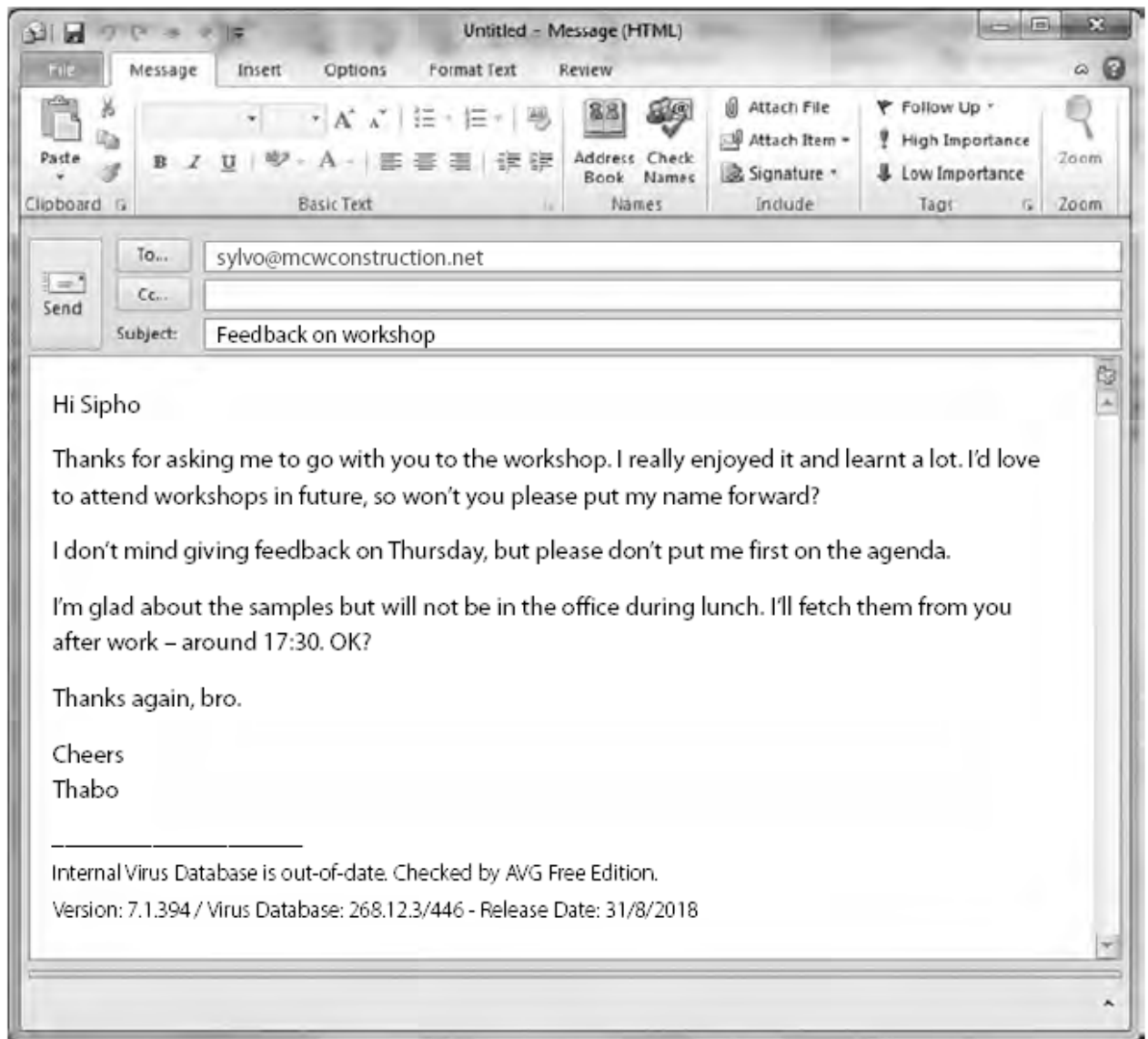
**LEVEL: N4 + N6**

**MODULE:**

**Concise Communication**

**MEMORANDUM (2)**

# E-mail





### 3. Memorandum

**Inksave**  
Memorandum

**TO:** The manager

**DATE:** 16 July 20\_

**FROM:** Jo Kraft

**TEL:** X111

**SUBJECT:** DONATION OF PRINTERS

The staff is also very happy about the decision to donate printers to the schools.

The majority prefer to have the meeting on Tuesday morning.

We investigated what you requested. Here is the information about the five schools in Durban.

School	Principal	Contact no	Learners
1. Richwood High	Mr Solange	031 701 1656	640
2. Amazone Junior	Ms Marimuthu	031 788 1452	520
3. Grassy Hill High	Mr Hlope	031 797 5430	658
4. Veritas Junior	Mr Zuma	031 393 7541	620
5. Hlanga Senior	Ms Masipa	031 4386 590	582

Regards

*J.K.*

Content	Language	Layout
10	3	2

### 4. Formal invitation

*The CEO, manager and staff of Inksave*

cordially invite

*Mr Moses Bongwe and partner*

to a formal dinner to celebrate the company's tenth anniversary at the Durban Hilton Hotel, 12-14 Walnut Road, Durban on Friday 30 May 20\_ at 19:30

RSVP before 18 May 20\_

Suzie Jumat

Tel 031 941 1200

Fax 031 941 1222

info@inksave.net

*Dress: Formal*

Mr Moses Bongwe and partner thank the CEO, manager and staff of Inksave for their kind invitation to attend the tenth anniversary of the company at the Durban Hilton Hotel, 12-14 Walnut Road, Durban on Friday 30 May 20\_ at 19:30 and accept with pleasure.

201 Killarney Road  
 DURBAN  
 4001  
 081 109 1756

Content	Language	Layout
6	2	2

## 5. E-mail

The screenshot shows an email client interface. At the top is a toolbar with various icons for text formatting and actions. Below the toolbar, the 'To...' field contains the email address 'jimmymagwaza@inksave.net'. The 'Subject' field contains the text 'Reducing printing costs'. The main body of the email contains the following text:

Dear Mr Magwaza

Thank you for your email regarding reducing printing costs. I fully agree with you on this matter.

Since the beginning of the year we have done the following to reduce printing costs:

- We have set the printers to print double-sided and to print in black only.
- All staff members have changed the font of their computers from Arial Black to the lighter font, Times New Roman.
- We use cloud sharing for staff notices.

I can assure you that we are all making an effort to reduce printing costs.

Kind regards  
 Gloria Khan

Internal Virus Database is out-of-date. Checked by AVG Free Edition.  
 Version: 7.1.394 / Virus Database: 268

Content	Language	Layout
10	3	2

## Letter of application

Content	Language	Layout
12	8	5

18 Atlas Road  
BLOEMFONTEIN  
9301

12 May 20\_

Ms Patricia Ramos  
78 Maitland Street  
BLOEMFONTEIN  
9301

Dear Ms Ramos

### **APPLICATION FOR POSITION AS OFFICE ASSISTANT**

I wish to apply for the position of office assistant as advertised in the Bloem News of 10 May 20\_.

I am interested in the position as I'd like to start a career in the travel and tourist industry. I am fluent in English, Afrikaans and Zulu. I love people and am computer literate. Although I have no office experience, I am a hard worker and quick learner. I am also an honest and reliable person who strives to give my best at all times.

Please find certified copies of the following enclosed documents:

- Curriculum Vitae
- National Senior Certificate
- National N Diploma: Tourism
- Testimonial

If required, I am willing to be interviewed at any time and I can start work immediately. I can assure you of my loyal service and look forward to hearing from you soon.

Yours sincerely

*L. Watson*

LYN WATSON (Ms)