MEMORANDUM

To: All Staff

From: Sven Bjorg

Time: 10:45 A.M., Wednesday

RE: Christian Jonson

Dear Staff,

As we already know, Christian is leaving us this Friday after more than 30 years with the firm. Before taking his present job as head of Research, he worked in various areas, including Production—both here and in Oslo—Design, and IT. Over the last 18 months, he has been overseeing the highly successful Z45-t drug trials in Zurich.

He has been an invaluable member of Lind Technologies and I know he will be sorely missed by his colleagues and friends. However, I am happy to say he has agreed to stay with us for the next four weeks in a part-time capacity so we will benefit from his expertise.

I hope you will join me and the rest of the Board of Directors for a Bread and Cheese Reception in the Premier Boardroom this Friday afternoon from 4:30 P.M. to formally congratulate Christian on his retirement and wish him every success in his new life!

Regards,

Sven Bjorg Managing Director Lind Technologies

155. What is the purpose of the memo?

- (A) To inform of a retirement
- (B) To announce an event
- (C) To confirm a job schedule
- (D) To promote an employee

156. Which department is Mr. Jonson working in now?

- (A) Research
- (B) Production
- (C) Design
- (D) IT

157. What will Mr. Jonson do over the coming month?

- (A) Contribute personal knowledge
- (B) Receive a financial benefit
- (C) Hire part-time workers
- (D) Attend a board meeting