

**PART I (5 marks)**

**Instruction:** Read the situation and complete the task.

**Situation**

The Corporate Social Responsibility (CSR) unit of your company is organizing a lecture on cancer prevention and information on the most widespread forms of cancer affecting people.

**Task**

Write a memo to your staff informing them about the upcoming event.

**Note:** Marks will be deducted for direct lifting of sentences from the given situation.