

EDITING AND REVISING WORKSHEET

Directions: Underline the ten errors in the memorandum, and write your revision above each error. (Ordinarily, a memorandum is single-spaced; however, extra space has been added for you to insert corrections.)

TO: All Cranford Chamber of Commerce Members
FROM: Donna Wilkinson, Vice President
DATE: September 15, 20--
SUBJECT: Volunteers Needed for Cranford Career Program

Do you remember your first job interview. If you are like most of us the experience was nerve wracking!

Professor John Clinton of Cranford Community College has provided us with a opportunity to help student's clear one of the most difficult hurdles in the transition from the classroom to the work force—the job interview.

To participate in the Cranford Career Program, you may volunteer to conduct one or both of the following type of interviews:

- Career information interviews, in which students will interview you to obtain information about job duty's and preparation needed for career success
- Mock job interviews, in which you will conduct mock interviews with students interested in applying for specific positions

Each interview will required only 20 to 30 minutes of your valuable time but those few minutes can make the difference among career success or failure for a deserving student.

To volunteer for this program, please complete and return the enclosed form by September 22nd.

Think of the many people who helped us achieve success. Now its our turn to help!