

NATO STANAG 6001 LEVEL 2 WRITING PRACTICE TASK

Number of tasks: 2 Time: 90 minutes Task 1 is worth 20 marks Task 2 is worth 25 marks Pass mark: 27	For Official Use Only					
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			X2			

Writing Task 2 You are serving in a multinational force. In a memo to your commander ask for a transfer to another unit. In your memo

- mention your present assignment and responsibilities,
- describe the unit of your choice and the desired assignment,
- give your personal and professional reasons,
- explain to your commander why you are the right person for the post.

(You should write about 150 words.)

In this memo your name is John Smith.

FROM:

TO:.....

Date:.....

Subject :

[illegible]