

Question

You are a member of a committee that is campaigning for an international film festival to be hosted in your home town. You have received the following memo:

To: Committee members

From: Chairman Bob Buford

I would be grateful if all members could write a short report giving their views on the following points:

1. why our town would be a suitable host for the film festival
2. any possible objections to our campaign and how we can overcome them
3. suggestions as to how we can make the best use of our budget

Question to Consider...

Who is the audience?

What is the purpose?

What is the important information to include?

Any other comments?