Your language department occasionally receives requests from companies for various types of translations. You applied and were awarded to job below. Your task is to write a memo in the language you are studying for the manager of a large apartment complex. The memo is to the residents reminding them that feeding birds and other wildlife, such as squirrels and rabbits, is not allowed. The memo should also include the reasons why feeding birds is a problem.

**Step 1:** You make a list to mention the following topics in your memo:

1) Explain what the problem is and remind the residents that it is not allowed.

2) Mention that feeding the birds might invite other animals (mice, roaches, etc.).

3) Explain how much damage these animals will cause and how much disturbance there will be.

4) Invite the residents to get in touch with you if they have further questions.

**Step 2:** Write a memo reminding the residents not to feed birds and other animals and wildlife around the apartment building. Your memo should address the four (4) paragraphs with an introduction and a conclusion.
Memorandum to Apartment Residents

Date: 
To: 
From: 
Subject: 

Step 3: Revise the memo, if necessary. Pay attention to grammar and spelling.
Rating: Advanced Writing Rubric Descriptive Task