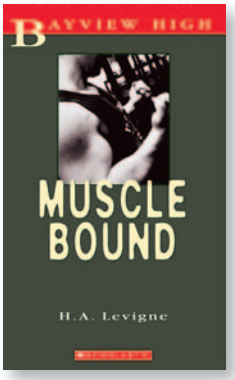

Bayview High

Muscle Bound
Chapter 16: The Real Deal

Working with Words—Memorandum (Memo)

Imagine you are Dan. Write a memo to all the Sweat Shop patrons reminding them of the gym's policy regarding steroid use and the consequences.

Use the following memo format:

MEMO

To: _____

From: _____

Date: _____

Re: (regarding) _____

(Now write the memo)

_____

_____

_____

_____

_____

_____

_____

_____

_____

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