

# Memos

BS (2nd Sem)  
(Pol Sci)

## WHAT IS A MEMO?

A memo is a short form of memorandum in singular (memoranda: plural). It is an efficient way of inter office communication. They represent the information in such a way that allows the recipient to be aware of the important details precisely. They accomplish their goals by informing the reader about new information like policy changes, price increases, or by persuading the reader to take an action, such as attend a meeting, or change a current production procedure. It is the most common form of business communication.

## Main Contents of a Memo.

### 1. The heading and subject line:

This part contains the basic details like:

- the sender's name and designation (2)
- recipient's name and designation (1)
- the date on which the memo is written (3)
- strong subject line that makes the purpose clear to the audience (4)

### 2. Opening part/ Context:

This section contains the purpose and context of the memo that gives your audience the idea of what will be there in the main part of the memo. It's like a brief overview for the audience that can give them a reason to read further. If written properly, it will also ensure your audience that the points to the main information discussed in the memo. There is a discussion of the background of the problem. You can mention the circumstances or events that have created the situation or the problem.



- purpose
- problem
- background

### 3. Action part/ Discussion Part:

After you have addressed the background of the event or circumstance, you can describe the steps or actions you are going to take to solve the problem. This part could be the longest part and contains the detailed information on the subject. It can be the key points and arguments in support of the background, problem and the solution. You should write the most important ideas and steps first and then write arguments and facts to support them.

- steps
- what you intend to do
- solution

### 4. Conclusion or summary:

A summary is a brief overview and contains key information in the memo. It depends on the memo style and generally written when the memo is longer than one page. Your audience can quickly know what the memo is about.

- main gist
- conclusion
- profit/loss



Sample memo for implementing proper dress code at a store.

Memorandum.

To: All Salesmen.

From: John Bell, Store Manager.

Date: December 31<sup>st</sup>, 2020.

Subject: Implementation of a Proper Dress Code at a Store.

A number of clients have expressed their remarks on the way our salesmen are dressed. Clients complain that their clothing is trashy and unprofessional which gives a bad impression of our Store, its hygiene and leave a bad mark on our services.

It is very necessary for us to implement a proper dress code for our salesmen so that it looks (clean) professional. Some of the items that are clearly unacceptable for salesman to wear are baggy pants, t-shirts and low cut blouses. Any ~~garment~~ <sup>garment</sup> that exposes the body parts is strictly prohibited.

I would like to call a meeting as soon as possible to discuss this issue and I need to discuss the proper dress code with you as per your convenience which reflects a good image of our Store. It is hoped that this step will be proved fruitful in increasing our income.

(sign)



Sample Memo to call for a meeting to discuss the completion of syllabus issues.

Memorandum.

To: All the ~~P~~ermanent and ~~V~~isiting ~~F~~aculty ~~M~~embers.

From: The Chairperson, Department of Space Science.

Date: January 2<sup>nd</sup>, 2020.

Subject: Call for a Meeting. → (capital letters in subject)

We have been notified by the vice chancellor that the final term examination is ~~being~~ <sup>commencing</sup> ~~commenced~~ one week before the previously announced date. So now a need has arisen for us to complete our syllabus as mentioned in the course outline. Exam date has been switched to one week before due to the extreme weather conditions so that the students can have a winter break.

We need to manage accordingly the makeup lectures for all the permanent and visiting faculty members with the consideration of the fact that students must not be burdened. We need to arrange two lectures every Saturday, one for each teacher so that syllabus could be completed efficiently within this duration of time.

I would like to call a meeting as soon as possible to solve this issue. You all are requested to attend the meeting in the seminar hall of our department on January 10<sup>th</sup>, 2020. The reason of this meeting is to discuss the future plans for the growth of the institute and you all are welcome to share your ideas.

(sign)



Sample memo of implementing new tea break timings.

Memorandum.

(skip) ←

To: All Staff.

From: Steve Tailor, Production Manager.

Date: January 1<sup>st</sup>, 2020.

Subject: Changes in Tea Break Timings to Reduce Non-Productivity.

capital letters  
in subject

don't skip  
a line)

(skip) ←

Based on production reports of past 3 months, we have observed that the Tea break timings are not being followed strictly. It has affected the overall productivity and discipline level on the production floor. Current tea break time is of 15 minutes in the morning and 15 minutes in the evening, but employees are taking 30 minutes in each break. From the reports, we have observed that average employee is spending 30 minutes more in tea breaks. So much of loss the company has to bear due to this practice.

no indent  
no line skipping

Therefore, it has become very necessary to revise the break timings and implement the new Tea break rules. It will help us achieve more productivity by reducing the non-productive time. New rules for the Tea break will be as follows. Tea breaks will be only for 15 minutes. The production staff will be going on a Tea break from 10:05 AM to 10:20 in the morning and 4:05 PM to 4:20 PM in the evening. (breaking)

These rules will be helpful in curbing the improper practice of taking longer than stated tea breaks and will improve the overall production. It will also help utilize the tea break area in a comfortable way as it will reduce the rush at the same time. I look forward to all staff for the cooperation which will help improve their productivity and ultimately the growth of the company. It will enable the company to pay more bonuses and pay raises in the long term.

(skip) ←

(sign)