

Memo Writing

Sohail Ahmed

M.A English Literature

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What a memo is?

Memos are considered to be official documents in most organizations.

They are used to ask for information or to call for action, or they are written to report back in response to requests for information or action.

Why learn about writing memos?

- Important form of corporate communication.
- Clear and concise communication of complex subjects.
- Writing style and approach applicable to other communications, such as email.
- Set yourself apart from people who cannot write.

Purpose of a memo

⦿ “solve problems” by:

- informing
- persuading
- refuting
- arguing
- analyzing

General rules

- ⦿ Keep your audience in mind
- ⦿ Follow a structure
- ⦿ Follow an outline
- ⦿ Get to the point early
- ⦿ Revising is easier than writing perfectly the first time
- ⦿ Follow style guides and writing manuals
- ⦿ Budget between 20 min – 1 hr for most memos

Memorandum

To: Sohail Ahmed

From: Administration of Institute

Date: August 14, 2011

Subject: New Memo Format Effective August 20.

In order to make interoffice communications easier, please adhere to the following guidelines for writing effective memos:

- Clearly state the purpose of the memo in the subject line and in the first paragraph.
- Keep language professional, simple and polite.
- Use short sentences.
- Use bullets if a lot of information is conveyed.
- Proofread before sending.
- Address the memo to the person(s) who will take action on the subject, and CC those who need to know about the action.
- Attach additional information: don't place it in the body of the memo if possible.

Please put this format into practice immediately. We appreciate your assistance in developing clear communications. If you have any questions, please don't hesitate to call us. Thank you.

The Standard Parts of a Memo

The standard memo format contains six parts.

- **To**
- **From**
- **CC**
- **Date**
- **Subject**
- **Body of a Memo**

The TO Line

- The "to" line is usually indicated as the word "To" followed by a colon and the name of the individuals or groups receiving the memo. Some examples are:
- To: All Staff
- To: All Faculty Members
- To: Sohail Ahmed, Sahil Ahmed, Ali

The FROM Line

- The "From" line indicates who is writing and distributing the memo. Your name and title should be included. The From line may indicate an individual or a group within the company.
- From: Afshan Nazli, Principal CON, JPMC
- From: Human Resources
- From: Administration

The CC Line

- If copies of the memo should be distributed or saved by other members of the company, their names go on the Cc line. Cc or CC stands for Carbon Copy.
- CC: Ahmed, English teacher
- CC: Office Record

The DATE

- ⦿ The date the memo was written should be included next.
- ⦿ Date: Month day, Year
- ⦿ Date: August 15, 2011

The RE or SUBJECT Line

- ⦿ "Re" stands for "In Reference To" and may be used interchangeably with the word "Subject." This line comes immediately under the From line and indicates what the memo is about.
- ⦿ Re: Faculty Meeting
- ⦿ Subject: Faculty Meeting

Body of the Memo

- After these important points of information, a standard memo leaves several lines blank, followed by the body of the memo. The body of the memo should contain short, concise text formatted for quick and easy reading

An Example of a Standard Memo

Memorandum

TO: Jane Smith, Holly Marshall, Joe DiMaggio, Adrian Monk

FROM: Patrick Starr, Human Resources Director

DATE: July 12

RE: Company Holidays

The Acme Corporation will be closed on the following official holidays. Full time employees who have been with the company for six months or more will receive a full day's pay on a holiday. Full time employees who have worked less than six months, part time employees and interns are not eligible for paid holidays. Please make sure you change your voice mail message to announce that the office is closed and make any arrangements for emergency projects to be covered while you are enjoying your holiday.

Official Acme Company Holidays

January 1 New Year's Day

February 12 President's Day

May 30 Memorial Day

July 4 Independence Day

September 1 Labor Day

November 24 Thanksgiving Day

December 25 Christmas Day

- TRY TO WRITE IT YOURSELF

• Thanks