

Presentation on Memo

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Memo Definition

- A memo is a document typically used for communication within a company.
- Memos can be as formal as a business letter and used to present a report.

Purpose of a Memo

- Usually you write memos to inform readers of specific information.
- You might also write a memo to persuade others to take action, give feedback on an issue, or react to a situation. However, most memos communicate basic information, such as meeting times or due dates.

Types of Memo

- There are many types of memos which of the are following.
 - Directive memo
 - Trip report memo
 - Response memo
 - Field report memo

Directive memo

- A directive memo states a policy or procedure you want the reader or co-worker to follow.

Example of directive memo

TO: Design Team #362
FROM: W.B. Working
DATE: May 27, 1997
SUBJECT: Project Schedule

As a result of yesterday's meeting, I suggest we follow the project schedule listed below. Remember, we must submit a Proposal by noon on July 2.

Schedule

Task	Completion Date
• Divide research into groups and compile information	June 6
•	
• Review designs from Kate and Bill.	June 11
• Write Proposal	June 23
• Review Proposal	June 26
• Submit Proposal for printing	June 27

Trip Report Memo

- A trip report memo is usually sent to a supervisor after an employee returns from a business venture. The structure is listed below:
- purpose statement
- summary
- discussion
- action

Example of trip memo

TO:	Design Team #362
FROM:	W.B. Working
DATE:	June 27, 1997
SUBJECT:	Weekly Meeting

Purpose:

This memo presents my impressions of the meeting last week.

Summary:

In general, I felt that the meeting went well and much progress was made.

Discussion:

Barb and Jeff were able to make progress on the graphics and should have them finished next week. Kyle and Sandy are on Chapter 2 of the user manual.

Recommendation:

Kyle will meet with Jeff to see how they want the graphics integrated into the text.

Response memo

- The purpose of this memo is to provide the audience with desired information. It usually has four parts:
- purpose statement
- summary
- discussion
- action

Example of Response Memo

TO : Design Team #362

FROM: W.B. Working

DATE : May 27, 1997

SUBJECT : Project Schedule

Purpose : This memo responds to your request that the weekly meeting be moved from 9am to 10am.

Summary: This request is satisfactory as long as it is approved by management.

Discussion: Management usually has no problem with the individual time changes in meetings, as long as meeting minutes are turned in by noon to Cathy.

Action : I have asked Cathy if she thinks this would be a problem and she said no, so all we need to do now is get approval from Steve.

Field report memo

- Memos are often used to report on inspection and procedures. These memos, known as field or lab reports, include the problem, methods, results, and conclusions, but spend less time on the methods section.
- A field or lab report memo has the following structure:
 - purpose of memo
 - summary
 - problem leading to the decision to perform the procedure
 - methods
 - results
 - conclusions
 - recommendations

Example of field report memo

TO: Dean of Journalism

FROM: Steve Nash

DATE: June 27, 1999

SUBJECT: Computer Lab

Purpose: This memo presents my the findings of my visit to the computer lab at Clark C252.

Summary: In general, I felt that the lab needs much new equipment and renovation.

Problem : The inspection was designed to determine if the present equipment was adequate to provide graduate students with the technology needed to perform the tasks expected of them by their professors and thesis research.

Methods : I ran a series of tasks on SPSS and WordPerfect and recorded memory capacity and processing time for each task.

Results : The inspection found that the hardware used to run the computers is outdated and that the computers itself are very slow.

Conclusions : This lab is inadequate for the everyday needs of graduate students in this department.

Recommendations : Four new computers running on Windows98 and a processing speed of at least 233mhz should be purchased immediately.

Some Business Memo Types

- Operational Memos
- Environmental Memos
- Form Memos
- Dress code Memos
- Financial Memos
- Cover Memos

