



THE BUSINESS MEMOS

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What are memos

- Memos are less formal and shorter than letter
- Used most often for communication within one organization
- The heading and overall tone make a memo different from a business letter.
- All information is on single topic.

Memos

By Definition

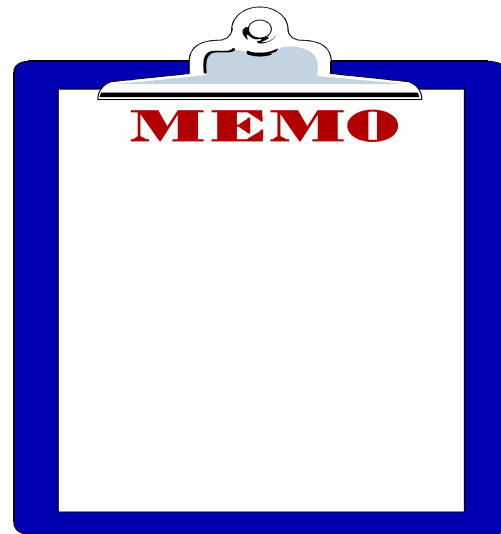
A memo is a document typically used for communication within an organization.

Memos can be as formal as a business letter and to present a report.

Uses of memo

- To give information to some one
- To issue an instruction
- To request for help
- To give suggestions

WRITING A SIMPLE MEMO



The layout

- 1) First write the word “Memo” (as a title in the middle on top of page.)
- 2) Include “To” (who should get the memo?)
- 3) “From” (who sent the memo?)
- 4) Subject (what is the memo about?)
- 5) Date

5-PARTS OF A MEMO

To:	
From:	
Sub:	
Date:	

PART 1

To:	Mrs. Ali, Supervisor
From:	
Sub:	
Date:	

PART 2

To:	
From:	Hussain, Bookkeeper D M
Sub:	
Date:	

PART 3

To:	
From:	
Sub:	Retirement Party
Date:	

PART 4

To:	
From:	
Sub:	
Date:	May 20, 2009

PART 5

To:	Mrs. Ali, Supervisor
From:	Hussain, Bookkeeper D M
Sub:	Retirement Party
Date:	May 20, 2009
My brother and I will be able to attend Mr. Khan's retirement party on May 28. We will bring potato salad.	

General template of Memo

MEMO

TO: _____

FROM: _____

SUBJECT: _____

DATE: _____

Basic organizational Plan:

- **Direct Plan:**

- State direct points
- Move to supporting detail

Purpose: Presenting routine information & relaying news

- **Indirect Plan:**

- Present appeal or evidence
- Draw conclusion

Purpose: Arousing interest before presenting desired action

- **Combination:**

Combines information & persuasion

Purpose: Useful in relaying bad news

Writing an effective Memo

Three stages in Memo writing:

1. Pre-planning:

Why? What? Where?

2. Writing: (Sequence)

order, Enclosures, Photocopies, etc

3. Review:

Edit for Clarity, check spelling & grammar

Some types of Memos

- ❑ Persuasive Memo
- ❑ Directive Memo
- ❑ Technical Memo

Persuasive Memo:

- In a persuasive memo you must constantly keep your reader's feelings in mind. Consider how the person will react to what you are saying. What would convince him or her most readily? How much should you rely on logic, and how much should you appeal to emotion?

Directive Memo:

- A directive memo states a policy or procedure you want the reader or co-worker to follow. The length of the memo depends on how much space is required to properly explain the procedure.

Technical Memo:

- A technical memo is a concise presentation of results, with a logical progression from the principles which are core to the analysis towards the conclusions that were drawn from the results.

QUESTIONS?

