



Write a Memo

Summary

Students will practice writing a fictitious work-related memo. Students will practice using MS Word, while strengthening their typing and writing skills.

Overview

Activity: How to write a memo

Skill Level: Beginner MS Word

Time required: 20-30 minutes

Activity Goals:

- Practice using MS Word
- Practice typing
- Learn how to write a memo

Materials Needed:

- MS Word

Prerequisites:

- Basic knowledge of MS Word
- Basic to intermediate typing skills

Procedure:

Write a memo to _____ about _____.

Three options:

To your secretary **about** why her outfit is inappropriate for work.

To your boss **about** a vacation you want to take a week from today.

To your coworker **about** the “Managers Meeting” that was scheduled for today at 3pm but has been rescheduled for tomorrow at 9am. (Be creative in describing what will be discussed at the Managers Meeting.)



Memoranda



As opposed to a formal business letter, a memorandum is a short, informal written statement that is used when addressing people within your company or agency.

A memo consists of the following:

Heading: The heading, at the top of the page, is usually centered, bolded and in all capital letters. It usually says “MEMORANDUM.” Spaces between each letter are optional.

Format: The following format comes before the contents of the memo:

TO:

FROM:

DATE:

SUBJECT [another option is **RE:**]

Body: The body contains the main ideas about the subject being discussed. It may include an enclosure/Attachment of carbon copy notation.

Carbon copy notations: Carbon copy notations are simply the names of other people to whom this memo will be sent. Any copies are marked below the body of the memo with the initials **CC**, a colon (:), and the name(s) of other staff receiving the memo.

Enclosures/Attachments: An enclosure or attachment is any additional document being sent along with the memo. The abbreviation “Enc.” means that an attachment is included.

- ◆ **Note:** Memos are not signed like letters. They should be initialed by the sender next to his/her name at the **From** line.