

Writing Business Memos

The purpose of a memo is to convey important information efficiently. The content of memos varies widely. Giving recommendations, outlining new procedures, announcing personnel changes, and conveying confidential information are just a few of the functions memos can serve.

Audience

Memos are usually used as internal communications rather than external communications. In other words, memos are used to communicate with people within an organization rather than with people who are not part of the organization.

Style

Memos vary in formality. They are often less formal than other types of business writing because they are intended for recipients who know one another. Like other types of business writing, memos should always be concisely written, grammatically correct, and free of spelling and punctuation errors.

Format

It's easy to distinguish between memos and other types of business correspondence because of the way memos are formatted. The title *Memo* or *Memorandum* usually appears at the top of the page. Under the title, headings providing information such as the intended recipient or recipients of the memo, the sender of the memo, and the date of the memo are listed. The subject is indicated in the last heading before the body of the memo. The heading *Re:* or *RE:* is often used to indicate the subject of the memo. The subject should be specific and clearly worded.

The body of the memo follows the subject heading. Subheadings are often used to organize the information presented in the body of the memo. The sections of the body can be thought of as paragraphs, but they may be much shorter and more concise than traditional paragraphs. Each section should focus on one important aspect of the subject of the memo. The use of white space (blank space that contains no text) is important. Readers expect the most important ideas in a memo to be separated by white space.

Organization

The introductory section of the body should establish the context for the memo; it should explain to readers why they are reading the memo. The introduction should end with the recommendation, change, or information that is the main point of the memo.

The first sentence of each section after the introductory section should establish a position or make a claim. Unlike some other types of writing, like essays, memos start with a position or claim and then defend the position or support the claim. Remember that memo readers expect to learn information efficiently; beginning each section of the memo with the most important information helps readers quickly find the information they need.

Subheadings In A Memo Report

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Technical Communication for Engineers Shalini Verma, 2015 *Technical Communication for Engineers* has been written for undergraduate students of all engineering disciplines. It provides a well researched content meticulously developed to help them become strategic assets to their organizations and have a successful career. The book covers the entire spectrum of learning required by a technical professional to effectively communicate the technicalities of his subject to other technocrats or to a non technical person at their proper levels. It is unique inasmuch as it provides some thoughtful pedagogical tools that help the students attain proficiency in all the modes of communication. Key Features: Marginalia which are spread throughout the book to clarify and highlight the key points; Tech Talk passages which throw light on the latest advancements in communication technology and their innovative use; Application based Exercise which encourages the readers to apply the concepts learnt to real life situation; Language based Exercise Grammar: feel or experience the concepts and theories learnt and thereby gain hands on experience. *Development of Life Skills and Professional Practice* Verma Shalini, Life skills are essentially individual abilities that help in promoting mental well being and competence in people to deal with the various situations in life. This book presents various aspects of life skills including communication, self analysis, self development and study habits. These are crucial elements in determining one's personal and professional growth. Written in an interactive style, this course book will help students inculcate the various life skills and enhance their acceptability and growth in this highly competitive world. *A Strategic Guide to Technical Communication - Second Edition (US)* Heather Graves, Roger Graves, 2012-05-23 *A Strategic Guide to Technical Communication* incorporates useful and specific strategies for writers to enable them to create aesthetically appealing and usable technical documentation. These strategies have been developed and tested on a thousand students from a number of different disciplines over twelve years and three institutions. The second edition adds a chapter on business communication, reworks the discussion on technical style and expands the information on visual communication and ethics into free standing chapters. The text is accompanied by a passcode protected website containing materials for instructors: PowerPoint lectures, lesson plans, sample student work and helpful links. *A Strategic Guide to Technical Communication - Second Edition (Canadian)* Heather Graves, Roger Graves, 2011-12-20 *A Strategic Guide to Technical Communication* incorporates useful and specific strategies for writers to create aesthetically appealing and usable technical documentation. These strategies have been developed and tested on a thousand students from a number of different disciplines over twelve years and three institutions. The second edition adds a chapter on business communication, reworks the discussion on technical style and expands the information on visual communication and ethics into free standing chapters. Particular attention is paid throughout to the needs of Canadian students. Business Letters, Memorandums, and Reports Marion Minerva Lamb, Eugene Harley Hughes, 1967 **Hearings, Reports and Prints of the Senate Committee on Labor and Public Welfare** United States. Congress. Senate. Committee on Labor and Public

Welfare,1965 **Elementary and Secondary Education Act of 1965** United States. Congress. Senate. Committee on Labor and Public Welfare. Subcommittee on Education,1965 *The New American Handbook of Letter Writing* Mary A. De Vries,2000-01-01 In today s fast paced computer based world it s more important than ever to communicate efficiently and effectively This comprehensive guide addresses common correspondence dilemmas and includes over 260 model messages to help you master all forms of written communication personal or business modern or traditional Perfect for home or office use this extensively indexed handbook is an invaluable resource for anyone who wants to compose concise successful messages

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English and Communication Skills Alwinder dhillon,P.K. Singla,2021-05-19 this book includes different aspects of verbal and non verbal communication for honing these skills in the students The theoretical and practical treatment given to developing listening speaking reading and writing skills has been presented in the most simple way which the learners will be able to appreciate and assimilate with ease The reading sections have been enriched by some of the greatest short stories essays and poems from the vast ocean of english literature They are importal pieces and continue to haunt generations Such delicious and delectable gems cannot but spellbind us The sheer joy of communicating with the great masters is ineffable They both instruct and entertain Above all they will elevate mind and spirit the other essential elements such as essentials for effective communication and grammar at have been explained with facility and felicity **Index-catalogue of the Library**

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