

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

**Great Britain. Ministry of Health.
Committee on High Cost of Building
Working Class Dwellings**

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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

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

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

Business Letters, Memorandums, and Reports Marion Minerva Lamb,Eugene Harley Hughes,1967

United States Court of International Trade Reports United States. Court of International Trade,2011 **Business and Management Communication** Ritch Sorenson,Grace Kennedy,Ida Ramirez,1997 Appropriate for undergraduate managerial or business communication courses that focus on both writing and speaking It will also be useful in other professional courses that require a communication supplement Effectively presents the skills necessary for written and spoken business communications The basics of both within an easy to follow understandable and short reference book

The Technical Communication Handbook Laura J. Gurak,Mary E. Hocks,2009 The Technical Communication Handbook a life long companion for technical communicators is a comprehensive reference guide for technical communication students at

all levels as well as by practicing technical communicators and others writing in the technical workplace The handbook boasts a full color design extensively annotated model documents and coverage of current topics in intellectual property digital communication collaboration and accessibility issues *Report of the Departmental Committee on the High Cost of Building Working Class Dwellings* Great Britain. Ministry of Health. Committee on High Cost of Building Working Class Dwellings,1921 **Report of the Inter-Departmental Committee on Physical Deterioration** ... Great Britain.

Inter-Departmental Committee on Physical Deterioration,1904 **Writing on the Job** Kathleen Garver Mastrian,1986 An easy step by step guide to effective writing for nurse managers Useful as an individual self study guide principal textbook for continuing education courses or supplemental college text it offers an applied approach that helps nurse managers develop fluency in writing for a wide professional audience vendors physicians administrators patients and their families lawyers and accrediting agency officials **Technical Writing** William S. Pfeiffer,2003 For undergraduate level courses in Technical Writing Technical Communication and Professional Communication Technical Writing A Practical Approach is a straight forward textbook that emphasizes one simple principle you learn to write best by doing as much writing as possible The author's writing style is reader friendly and engages students by having them write early Chapter 1 This text keeps students current on today's technical communication topics and research which are integrated throughout the text [Tax Court Reported and Memorandum Decisions](#) United States. Tax Court,1997 [Business Communication, Fifth Edition, Custom Publication](#) Ober,2002-11 **Business Correspondence Handbook** James Hamilton Picken,1926 [Report](#) Commonwealth Shipping Committee,1921 **Massachusetts Reports** Massachusetts. Supreme Judicial Court,1914

The Professional Secretary's Handbook American Heritage Dictionary,Robert W Harris,1984 [Reports of Cases Argued and Determined in the Supreme Judicial Court of the Commonwealth of Massachusetts](#) Massachusetts. Supreme Judicial Court,1928 **U.S. Government Research & Development Reports** ,1965 [Professional Business Writing](#) Elizabeth Kerbey,Marilyn L. Satterwhite,2002 This text workbook contains the materials necessary to help students learn to write effective business letters memos and informal reports Numerous examples provide opportunities for students to analyze and model effective writing techniques and strategies This revised edition of the former Modern Business Correspondence contains an Instructor Annotated Edition with CD ROM and a student CD ROM packaged with the student edition The student CD ROM provides hands on completion of editing and proofreading exercises as well as composition of letters memos reports and other documents it also contains the Glencoe Interactive Grammar program for refreshing your grammar skills

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