

1: Parts of a Memo // Purdue Writing Lab

According to S. Taylor, "Memo is a written communication form one person to another (or a group of people) within the same organization." So, memorandum or memos are an internal short note or letter in which information exchanged among superiors and subordinates or same portion of employees in the organizational structure.

This is a deductive argument. This approach is used when your audience will be neutral or positive about your message. In the formal report, the direct approach usually mandates that you lead off with a summary of your key findings, conclusions, and recommendations. This "up-front" arrangement is by far the most popular and convenient for business reports. It saves time and makes the rest of the report easier to follow. For those who have questions or want more information, later parts of the report provide complete findings and supporting details. The direct approach also produces a more forceful report. You sound sure of yourself when you state your conclusions confidently at the outset.

Indirect Approach In the indirect approach, the evidence is presented first, leading therefore to the main idea. This is an inductive argument. This approach is best if your audience may be displeased about or may resist what you have to say. At times, especially if you are a junior member of an organization or if you are an outsider, writing with an extremely confident stance may be regarded as arrogant. In such cases, or if your audience will be skeptical or hostile, you may want to use the indirect approach: Introduce your complete findings and discuss all supporting details before presenting your conclusions and recommendations. Although the indirect approach has its advantages, some readers will always be in a hurry to get to "the answer" and will flip to the recommendations immediately, thus defeating your purpose. Therefore, consider length before choosing the direct or indirect approach. In general, the longer the message, the less effective an indirect approach is likely to be. Furthermore, an indirect argument is harder to follow than a direct one. Because both direct and indirect approaches have merit, businesspeople often combine them. They reveal their conclusions and recommendations as they go along, rather than putting them first or last. As a result, the approach strategy of business reports can sometimes be hard to classify. This service has been an important selling point as well as a source of pride for our employees. However, we are paying a high price for our image. Because of your concern over these losses, you asked me to study the pros and cons of discontinuing our repair service. With the help of John Hudson and Susan Lefkowitz, I have studied the issue for the last two weeks and have come to the conclusion that we have been embracing an expensive, impractical tradition. By withdrawing from the electric appliance repair business, we can substantially improve our financial performance without damaging our reputation with customers. This conclusion is based on three main points that are covered in the following pages: However, the repair business itself has consistently lost money. The following pages present my findings for your review. Three basic questions are addressed:

2: Business Memo Templates - 40 Memo Format Samples in Word

Memos are often announcements, and the person sending the memo speaks for a part or all of the organization. While it may contain a request for feedback, the announcement itself is linear, from the organization to the employees.

Keep your office operations running smoothly—and ward off chaos and legal trouble—with practical document management techniques for administrative professionals, office managers and HR professionals. Find any paper file instantly If your boss asked you for a particular report, could you instantly put your finger on it? Use broad headings for all your files. Other examples of broad headings to use: Document management tips Follow these 3 document management strategies to keep paper from taking over your desk: Organize your files around retrieval. Your goal is easy retrieval. Assign toss-out dates to your files. Some documents, for legal or financial reasons, must be kept a specified length of time see tip To avoid huge piles of paper on your desk, make it a habit to go through the stack several times a week. Start at the top of the pile and do something—anything—with each piece. You create a PowerPoint presentation and send it to five co-workers for review. Over the next few days, you exchange email with them about the presentation, attaching it each time. Has everyone weighed in? Which document is the most recent one? It could be time to look into wikis. Wiki software allows users to create and update web pages easily, either through a hosted site on the Internet or on your office intranet. Teams can collaborate on a single document in real time without having to send attachments back and forth. The problem arises when three, six or nine months later he asks for a copy of the document. I often have problems locating the last version. Usually, I name each successive revision v1, v2, v3, etc. Even if you have a wireless connection, sending clunky files by email takes time. Bring a USB flash drive instead. Take and distribute meeting notes digitally. Digital notes are easier to manage, archive and share than traditional paper notes. For Windows users, Microsoft OneNote has a few notable features that may help: The software allows you to organize notes into sections, flag a note so you can quickly identify it later and convert notes into Outlook tasks, appointments and contacts. Yes, but you must be willing to change your behavior, says Michael C. Hyatt, president of Thomas Nelson Publishers, who writes on his blog about taking control of his own inbox. Read each message once, answering this question quickly: Take action on the task now. Follow the two-minute rule: Pass the task along to the person best equipped to handle it. Consciously decide you will do the task later. Either add the task to your to-do list or schedule an appointment with yourself to complete it. Be sure to follow email compliance rules Federal court rules on electronic discovery now require employers to retain vast amounts of information for use in litigation. Until a few years ago, companies regularly deleted email records from computer systems. Now discrimination, harassment and hostile work environment litigation often includes email and instant-message evidence. What to keep, what to toss Before you can establish an efficient records management system, you have to know what you have and how long to keep it—legally and for your own business purposes. Business Management Daily has developed a comprehensive record retention schedule that reflects standard business practices. Simply enter your email address in the box below to receive a sample record retention schedule. Check with your state and regional authorities for details. As an extra safeguard, have your CPA and your attorney review your records retention timetable before putting it into practice.

3: Technical Writing, Organizational Memo

A policy memo is a practical and professionally written document that can vary in length from one page to over one hundred pages. It provides analysis and/or recommendations directed to a predetermined audience regarding a specific situation or topic. A well-written policy memo reflects attention to.

The literal meaning of the word memorandum is a note to assist the memory. Memos are the written internal communication means for exchanging information relating to day-to-day functions within the organizations. Advantages of Office Memo We know memorandum serves various purposes. It is a common means of writer, communication within the organization. The main advantages of memos are discussed below: We can see that many organizations use printed memo. As it is usually printed, it takes less time to draft it. No formality is necessary in drafting a memo, usually inside address, salutation and complimentary closing is omitted in it. It can help to maintain the good relationship among the boss and subordinates, because the bossing attitude is absent here. The cost of communication through a memo is less than those of others. Memo is a written document. So, it can be used for future references. Inform the decisions and actions: The main objective of memo is to inform the decisions and actions. For this purpose, it should be written by the higher authority. Request the decisions and actions: The objective of memo is to request the decisions and actions. For this objective, it may be drafted by the sub-ordinate. Another important objective of the memo is to provide information from one level to another within the business. Remind someone of action: Memo is also written to remind someone of action, if requires. Issuing orders and instructions, providing response, providing suggestions, presenting informal report, solving problems. Disadvantages of Office Memo There are few limitations or Disadvantages of memos they are: It is not widely used means of communication. Memorandum is mainly used in business firms. It maintains communication only among the employees of the same firm regardless of distance. It takes time to be sent to a distant branch or office. As usually a memo is a per-printed form, it is expensive than other means. Sometimes huge printed memos remain unused. It provides only informal communication. Memo is written in a short form. So the meaning of it may not be cleared to the reader. Less important to the reader: As it is an informal means of communication, it can be less important to the reader. Not suitable for illiterate people: Office memo is a one kind of written communication. So, illiterate people are not able to read and understand it. Guidelines for writing effective memos or drafting memos In order to make interoffice communication easier, please adhere to the following guidelines for writing:

4: Writing in Organizations, Organizational Memo

Sometimes, your letter, memo, or e-mail contains "bad news" of some type--a rejection of a request for funding, a report that a project won't be completed on time, a notice that an order hasn't been shipped yet.

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Parts of a Memo Summary: This handout will help you solve your memo-writing problems by discussing what a memo is, describing the parts of memos, and providing examples and explanations that will make your memos more effective.

Heading Segment The heading segment follows this general format: You might call the company president "Maxi" on the golf course or in an informal note, but "Rita Maxwell, President" would be more appropriate for a formal memo. Be specific and concise in your subject line. For example, "Clothes" as a subject line could mean anything from a dress code update to a production issue. Instead use something like, "Fall Clothes Line Promotion. Before indulging the reader with details and the context, give the reader a brief overview of what the memo will be about. Choosing how specific your introduction will be depends on your memo plan style. The more direct the memo plan, the more explicit the introduction should be. Including the purpose of the memo will help clarify the reason the audience should read this document. The introduction should be brief:

Context The context is the event, circumstance, or background of the problem you are solving. You may use a paragraph or a few sentences to establish the background and state the problem. Oftentimes it is sufficient to use the opening of a sentence to completely explain the context, such as, "Through market research and analysis

Task Segment One essential portion of a memo is the task statement where you should describe what you are doing to help solve the problem. If the action was requested, your task may be indicated by a sentence opening like, "You asked that I look at Do not ramble on with insignificant details. If you are having trouble putting the task into words, consider whether you have clarified the situation. Make sure your purpose-statement forecast divides your subject into the most important topics that the decision-maker needs.

Summary Segment If your memo is longer than a page, you may want to include a separate summary segment. However, this section is not necessary for short memos and should not take up a significant amount of space. This segment provides a brief statement of the key recommendations you have reached. These will help your reader understand the key points of the memo immediately. This segment may also include references to methods and sources you have used in your research.

Discussion Segments The discussion segments are the longest portions of the memo, and are the parts in which you include all the details that support your ideas. Begin with the information that is most important. This may mean that you will start with key findings or recommendations. Start with your most general information and move to your specific or supporting facts. Be sure to use the same format when including details: The discussion segments include the supporting ideas, facts, and research that back up your argument in the memo. Include strong points and evidence to persuade the reader to follow your recommended actions. If this section is inadequate, the memo will not be as effective as it could be.

Closing Segment After the reader has absorbed all of your information, you want to close with a courteous ending that states what action you want your reader to take. Make sure you consider how the reader will benefit from the desired actions and how you can make those actions easier. For example, you might say, "I will be glad to discuss this recommendation with you during our Tuesday trip to the spa and follow through on any decisions you make. You can do this by attaching lists, graphs, tables, etc. Be sure to refer to your attachments in your memo and add a notation about what is attached below your closing, like this:

5: How to Write a Memo (with Pictures) - wikiHow

Writing Business Memos. WHAT IS A BUSINESS MEMO? A business memo is a short document used to transmit information within an organization. Memos are characterized by being brief, direct, and easy to navigate.

A business memo is a short document used to transmit information within an organization. Memos are characterized by being brief, direct, and easy to navigate. They are less formal than letters but should maintain a professional, succinct style. Often, the purpose of a business memo is twofold: Other times, memos may provide or request factual information. Business memos are designed to accommodate busy readers who want to find the information they need from the memo quickly and easily. In writing a business memo, you should structure your memo to accommodate three kinds of readers: Often, readers need to make policy and action decisions based on the recommendations. Others may want to obtain specific information evidence needed to understand and justify policy and action decisions. Readers may also want to get a sense of your professional ability and judgment. In determining the purpose and audience of your memo, ask yourself: Who is the intended recipient of this memo? What do I want the recipient to do after reading the memo? What information will the recipient be looking for in the memo? These kinds of questions will help guide your content, structure, and style choices. As stated above, an effective business memo is brief, direct, and easy to navigate. The following five writing strategies help readers to navigate business memos easily and quickly: Present the main point first. This may be the single most important guideline about the structure and content of memos. Readers should quickly grasp the content and significance of the memo. If readers have a question or problem, they want to know the answer or solution immediatelyâ€”if readers want more information, they can continue reading. In other words, supporting details should follow the main point or conclusion, not precede it. Maintain a professional, succinct style. The style of your writing should be appropriate to your audience: In this case, your audience is your boss, your coworkers, or both. So, your style should be professional, straightforward, cordial, and easy to read. To achieve such a style, use short, active sentences. Avoid jargon and pretentious language. Maintain a positive or neutral tone; avoid negative language if possible. The subject line should orient the reader to the subject and purpose of the memo and provide a handy reference for filing and quick review. Suppose, for instance, that you were writing to request authorization and funding for a business trip. Provide a summary or overview of the main points, especially if the memo is more than one page. Often referred to as an executive summary, the first paragraph of a long memo or message serves these functions: Presents the main request, recommendation or conclusion Summarizes then previews the main facts, arguments and evidence Forecasts the structure and order of information presented in the remainder of the memo Like the subject line, the executive summary provides a quick overview of the purpose and content of the memo. The reader uses it to guide both a quick first reading and subsequent rapid reviews. Headings provide an outline of the memo, enabling the reader to quickly see what the major topics or points are and where to find them in the memo. Make headings parallel with each other and as specific as possible. Other format features that signal structure and guide readers include short paragraphs and blocks of text, lists set off by indentations, numbers or bullets, or generous use of white space to guide the eye. The following are standard elements of a memo header: The date on which the memo is distributed To: The person s to whom it is primarily addressed sometimes with job title cc: Name s of anyone else who receives a copy sometimes with job title From:

6: Weekly Memos and Bulletins

Formatting Letters, Memos, and E-Mails to organize the topics. Readers expect publishers lists should be used only when the order of the items is important.

Once you know all this information, you can start making a memo template word or you can look at online resources and work with sample memo templates. Here are the different types of memos worth learning about:

A Request Memo This type of memo is commonly used in order to get a good response to any request made by the management thus it should be worded convincingly. An excellent request memo must contain the following information: The request should be stated in a clear and concise way which the reader or employees must understand. Any reasons for the request must be given too. Of course, employees must know why the request is made, otherwise, you may not get a very favorable response from them. If there are any costs or expenses involved, they must be given as well, in full detail and with the proper explanation. Any recommendation for carrying out the tasks, actions or requests must also be stated to guide the employees in case they do not know how they would complete the request. All these information and statements should be stated diplomatically to ensure that the employees will agree to the request.

A Confirmation Memo This type of memo is created in order to formally validate an agreement which has been made as well as document it. This type of memo is important so that both parties are sure that the agreement is to be honored. A good confirmation memo should include: All the most important points which were discussed and agreed upon by both parties. You would have to be very clear and specific when stating these points. Enumerate and emphasize these points clearly so you can easily gain access to them for quick reference when you need to in the future. Before finalizing your memo, it would be a good idea to show it to everyone involved to encourage any feedback or to clear up any vague or doubtful points.

A Periodic Report Memo These types of memos are disseminated regularly to give information about the company. These could be in the form of monthly or quarterly sales reports or such similar ones. Here are a few important points about these types of memos: The sample memo template should be created so that it can just be reused every time the memo is due. It should also have a space for any descriptive or narrative comments, in case the need arises.

A Suggestion Memo Memos can also be used to put across different ideas and suggestions from employees or from the management. They could be suggestions on how to improve the workplace or ideas and suggestions on how to deal with issues or concerns. Here are some tips on making these types of memos: Always start with good comments about the situation and then offer the ideas and suggestions for changing it. Organize the ideas and suggestions by subject and make use of headings or titles to emphasize them. Use concise statements and always go straight to the point to avoid confusion. Following these tips would ensure that your memo along with the suggestions that go with it would be effective and would give a positive note to it as you give the memo to your employees.

The Informal Study Results Memo Sometimes studies are informally done in organizations and companies by certain personnel and everything about it should be written on a memo to inform everyone involved. These types of memos are usually presented as a form and should contain the following: The purpose of the informal study must be clearly stated and you have to stick to it! To make your memo easily readable, you can make use of headings and subheadings to highlight or emphasize certain points. This would make your memo clear and easy to go through. Just like all other memos, be concise and specific when stating your points, issues or concerns. These types of memos can be written using more informal language to make it easier to read by everyone. You can follow a format for these types of memos or you can come up with your own format, depending on what kind of study you are doing. There you go, the 5 main types of memos which can be given in an office or an organization. Now that you have a lot of information about memos, we can move on to creating your own business memo template, which can be found in the next section.

7: Direct Approach vs Indirect Approach

Get organized in style with Gold Ribbon Memo Board. It's great for displaying and organizing memos, lists, photos and more! With a white finish and lots of gorgeous gold ribbon, this memo board will have you searching for clutter to situate.

Organizational Memo Individual Project Assignment: Write an organizational memo for a decision-making audience in a large and complex organization, in response to Case 15, Farnsworth Paper Works, Page , Assignment 2, posted to LMS. Consider both immediate and more remote readers and the potential long-term file life of your memo. Include a heading, introduction, and summary at the beginning of your memo, and present the details of your discussion in a logical order. Include headings and topic or main-idea sentences to clarify the organization. In your heading, include To, From, Subject, and Date information, plus courtesy copies and attachments. For the To and From lines, include both name and organizational title or role. For the Subject line, include both the topic and purpose of your memo e. In your introduction, include a statement of the organizational issue or problem, your technical work completed in response to this issue or problem, and your reason for writing, with more than one reason, if appropriate e. Write the statement of the organizational issue from the point of view of the decision maker, not just your own, or include both points of view. In your summary, present your principal findings or conclusions and your recommendations or requests if any and include an overview of the organization of your discussion e. In the body of your discussion, establish a logical order e. Use headings to clarify the organization, and begin each section and each paragraph with a topic or main-idea sentence. For your topic sentences, do not just point ahead to the information that follows e. Instead, present your principal conclusions or findings e. Organizational Memo as a guide to your writing. If you include text that is not your own e. Your organizational memo is due Friday, February 18, 6: Please post your memo in. State of Chaos, lacking context, introduction, summary, logical organization, headings, topic sentences, etc. Please email me your completed assignment at zappenj rpi.

8: Direct and Indirect Approach

Memo has its origin from the Latin word memorandum, which is a noun and has the same root as the word www.enganchecubano.comre then means to mention, recount or call to mind - which is also the similar definition of the word memory.

9: Writing Business Memos | Guides

Memo parts and formatting for memos are discussed in Section An e-mail (electronic mail) is an informal message written, sent, and re- ceived on a computer.

ORGANIZING MEMOS AND ORDERS pdf

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