

# Writing Memos: Putting It in Practice

1

Write a memo up to three paragraphs long for one of the following scenarios. Decide who the memo should be sent to and what the subject of the message is. Add your own information to the body of the memo.



## Situation 1

You are the office manager and want to remind everyone to clean up after themselves in the lunchroom. There was recently an infestation of cockroaches. The building has since been fumigated but you still require the cooperation of staff to prevent a re-infestation.

State the purpose of the memo, your reason(s) for sending it (i.e. the kind of behavior you have noticed) and what actions you want taken.

## Situation 2

You are an administrative assistant. You want to tell 10 people about an upcoming computer training seminar. You are attaching a brochure about the seminar from the presenter, but you also need to inform them of the following:

- what the training is for
- who the presenter is, including a brief statement about his/her background
- where the training will be held, including the date and time
- whether or not parking is available
- whether or not lunch and/or any refreshments will be served

## Situation 3

Write a memo about a topic of your choice. Tell recipients the purpose of the memo, your reason(s) for sending it and what action (if any) you want taken. Provide suggestions in your memo if appropriate.

2

Exchange your memo with a partner and use the checklist below to evaluate each other's work.

### Memo-writing checklist

- |                                                                                |                          |
|--------------------------------------------------------------------------------|--------------------------|
| The memo is written in the proper format (e.g., To, From, Date, Subject, etc.) | <input type="checkbox"/> |
| The subject line clearly states the purpose of the memo                        | <input type="checkbox"/> |
| The first sentence of the memo states the purpose                              | <input type="checkbox"/> |
| The message of the memo is clear                                               | <input type="checkbox"/> |
| Attachments included with the memo are referred to in the body of the memo     | <input type="checkbox"/> |
| There are no grammar, spelling or punctuation errors                           | <input type="checkbox"/> |