

Memo

To: TCOM 2010 class [name of person(s)]
From: Dr. L. Palmer [sender's name]
Date: [should be obvious]
Subject: Formatting and Writing a Professional Memo [meaningful, scannable subject]

John Smith
or if you've got more than one recipient:
Carl Anderson, Janice Brown, Mae Carter
(alpha order)

Your name or, if it's from multiple people, their names in alpha order

The reader needs to scan the subject and know IMMEDIATELY what's in the document

I am writing to provide you with the format and instructions for developing memos. Memos are an important document; you need to know how to create them.

One or two sentence introduction that answers, "Why are you writing?"

Memos are a genre in technical communication. That means the document follows certain conventions in how it's formatted and how information is presented to the reader.

In most cases, email has taken the place of what was once called "the interoffice memorandum". You can see that this document is very much like email—To, From, Date, Subject are at the top. Most memos, just like emails, are also short. They have an introductory sentence or two; then, there's one or more paragraphs of content.

Basically, if you can write a good memo, you can write a good email. What you learn about structuring and writing a memo will apply to what you do with workplace emails.

Memos (and good emails) have structure in the form of paragraphs.

If you have any questions, please contact me.

/lp

Always conclude memos with an invitation for more contact or other action items like meeting dates, etc.

These are called typist's initials. This designation confirms you wrote the memo.

There's NO "Yours sincerely" in memos. Complimentary closings such as "Yours sincerely" are found in letters or very formal emails only.