

Memorandums

Memorandums, otherwise known as memos, are a common form of intrabusiness communication. Memos usually consist of two sections, the heading and the body. The main goal of a memo is to transmit information concisely and effectively.

EXAMPLE

To: Dr. Erasmus Jones, Director of Studies *ER*
From: Elizabeth Bloom
Subject: Undergraduate Class 555
Date: April 18, 2006

This part of the text will include a brief introduction to the memo with a statement of purpose. It will also include a background reference to give the reader cues about the memo's context. The more familiar the reader is with the subject, the more concise the introduction and background should be. Do not use a heading for this part.

New Paragraphs

A new paragraph should be used every time a new topic is introduced. A short memo will generally be two or three paragraphs long. It is best to limit a memo to a single subject.

Headings

Some memos contain headings, such as in this example. A short memo does not require headings; however, if you are creating a longer memo about a more complicated subject, you may prefer using headings.

Tone

The tone of a memo is dependent on the audience. A formal tone is appropriate for superiors or serious subjects. An informal tone is okay for messages to co-workers or for casual subjects. Try to be sensitive to how the audience will perceive the message.

Conclusion

The conclusion of a memo should be concise. A good way to conclude a memo is to give a summary of what is to happen next regarding the subject. If necessary, give further contact or action information.

Signature

A memo should always include the initials of the writer. The initials may either be placed at the bottom of the memo or at the top next to the writer's name in the heading.