

which contain all the segments mentioned above. You can look at the sample template given in Exhibit 13.5.

National Steel Industries Ltd
12, Gandhi Marg, New Delhi-110002

Interoffice Memorandum

DATE:

TO:

FROM:

SUBJECT:

(opening)

(Discussion)

(Discussion)

(Closing)

Signature

Attachments:

Distribution:

Exhibit 13.15: SAMPLE MEMO TEMPLATE



Samsung Triple Camera

Shot with my Galaxy A50

choose the style that suits you but keep in mind that a friendly tone and courtesy are always required to suggest your association with the reader.

Generally, your tone will be neutral or positive, but you may occasionally have to issue complaints or reprimands in memo form. Use caution in negative situations, and be aware of the effect of your correspondence. If you are apologetic, blunt, condescending, or too coldly formal, you will end up alienating people. Ostentatious language, excessively technical jargon, or complicated syntax will make you sound pompous. You should aim to sound cordial, straightforward, and lucid. Develop a relaxed and conversational style without being too chatty. If you project an image of consideration, you stand a much greater chance of being viewed as knowledgeable and competent in carrying out your professional responsibilities.

Make sure to keep your memos as short and to-the-point as possible. Whether the news is good, bad, or neutral, state your point in the opening segment. Whether the memo is lengthy, you should also provide an indication of its organization in the opening segment.

Exhibits 13.6–13.20 illustrate some memos.

ELITE CYCLES LIMITED JAIPUR

Interoffice Memorandum

Date: 10 May 2003

To: Production Manager

From: Personnel Manager

Subject: CHANGE IN WORKING HOURS

Please refer to your memo pd/21 dated 6th May 2003 requesting for a change in working hours of your division because of the extremely hot weather conditions.

As desired by you, the Vice President, Personnel, has agreed to change the working hours. The new timings will be 7.00 a.m. to 1.00 p.m. (Monday through Saturday) with effect from 17th May 2003 to 16th July 2003.

Kindly inform all the employees working under you.

K.S. Shah

Exhibit 13.16: SAMPLE MEMO 1

National Steel Industries Ltd
12, Gandhi Marg, New Delhi-110002

Interoffice Memorandum

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FROM:

SUBJECT:

(opening)

(Discussion)

(Discussion)

(Closing)

Signature

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JAIPUR**

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