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Submitted to

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Title: Assignment 3

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**National University of Modern Languages**

Business Communication

Memorandums

A memorandum, more commonly known as a memo, is a short message or record used for internal communication in a business. Once the primary form of internal written communication, memorandums have declined in use since the introduction of email and other forms of electronic messaging; however, being able to write clear memos certainly can serve you well in writing internal business emails, as they often serve the same purpose.

Rules

1. Place to, Form, and Subject lines at the left margin
2. Place the date either to the right, without a head, or at the tope of the list with a head.
3. Follow each item with a colon and the appropriate information.
4. Choose a method of capitalization and placement of colons.
5. Name the content or main point in the subject line.
6. Sign to right of your page.

Important parts of memorandums

* Memo headings
* Date on the fright sight
* Copy line
* Signature
* Subject line only
* First letter
* Purpose of memo
* Credibility of writer
* Basic conclusion first
* Data to support
* Conclusion
* Four criteria
* Energy efficiency
* Rating and design
* Features

Example of Memorandum

**Date:** Dec 11, 2021

**To:** All Faculty, Researchers, Administrators, Staff, and Student Employees

**From: Mr Nasir Ahmad Siddiqui,** Voice chancellor of National university of Modern language

**Subject:**  Student, faculty and staff on Covid-19 protocols

Over the course of the last few weeks, the spread of COVID-19 has raised questions among employees about how to keep themselves, their colleagues, and the broader community safe, healthy, and well. This latest communication contains important guidance about how to protect the community while respecting individuals’ privacy and dignity, as well as precautions individuals can take to keep themselves healthy.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

* Stay home when you are sick.
* Wash your hands frequently with warm, soapy water for at least 20 seconds.
* Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
* Avoid people who are sick with respiratory symptoms.
* Clean frequently touched surfaces.

Generally speaking, employees who believe they are sick with a contagious illness should stay home to help their colleagues avoid being exposed. That is also true with COVID-19.

Working with University medical staff, we will determine whether or not any close contacts need to be notified. Some employees, typically those who are close contacts, may be instructed to self-quarantine.