Letter vs. Memo: What's the difference?



MEMO

(Memorandum)

Internal

For communicating messages inside a company

Functional Layout

Headings at the top, no salutation, no signature (informal)

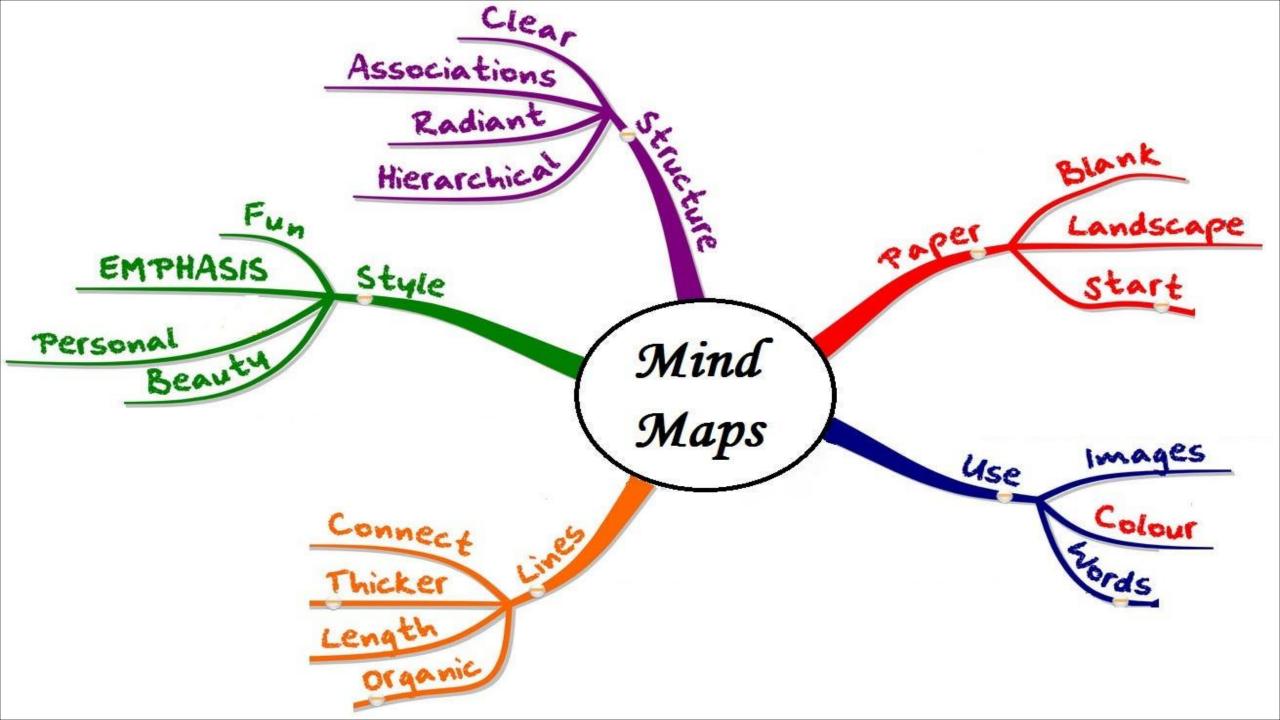
LETTER

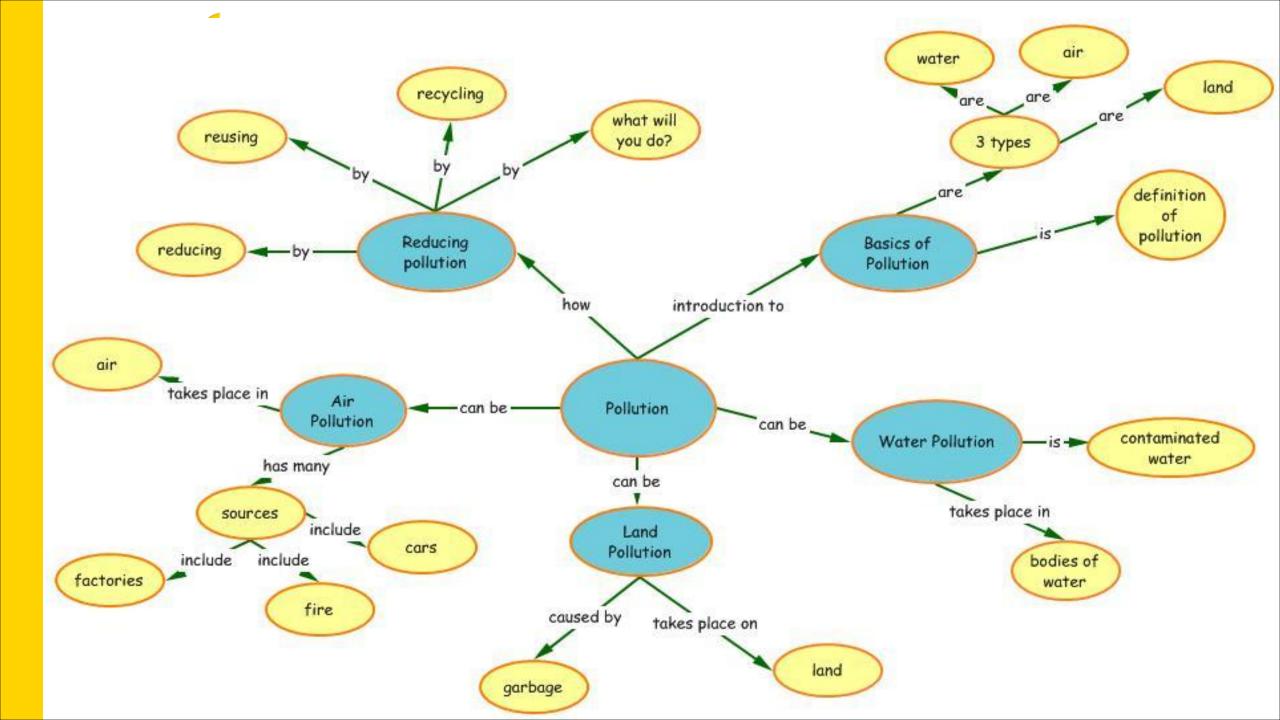
External

For communicating outside the company (customers, suppliers etc.)

Formal Layout

Addresses (sender and receiver), salutation, formal closing etc.





Q1: A) Choose the correct answer

 -Present information to prove whether a project can be done and/or worth doing. a. Correspondence b. Feasibility reports c. laboratory reports d. Proposals A report that includes scientific information that is gathered during a study is areport. a. Progression b. Research/laboratory c. Inspection report d. Feasibility -Instructional manuals and duty notes are written to explain how a job or process a. Scientific b. Progress c. Manual d. Research -A _____ is a document that serves as a training tool to educate the reader how to use, run, install set up or build a tool/product. a. Summary/Abstract b. Progress/Inspection Report c. Memo d. Manual -The data in basic Research are..... a. qualitative c. statistics d. quantitative b. raw -----This tool is used for random measuring. a. Survey b. interview d. experiment c. test is a written document, which includes suggestions or recommendations on a plan. d. Memo a. Proposal b. Progress/Inspection c. Manual

B) Choose true or false for the following sentences

The experiment is used in descriptive studies (a. True b. False).

The data of the questionnaire is quantitative. (a. True b. False)

Documents are tools of the reports. (a. True b. False)

Brainstorm is generating ideas in random way. (a. True b. False)

Manuals are written in an instructive style. (a. True b. False)

Feasibility reports are written in descriptive style. (a. True b. False)

The data of the survey is qualitative. (a. True b. False)

Correspondence

- (a) Memos: A memo is commonly used for communication within a company. It may be formal or used to present a report. The memo is used to inform readers of specific or basic information.
- (b) Letters: A letter needs to have an objective and an aim. Typically used for external communication with individuals or organizations outside the company.
- A business letter is printed on company letterhead. The format of a letter contains the recipient name, date, and address. The body of the letter includes a salutation, subject or objective of the letter, and at the end a signature.
- (c) Resumes: A resume is a document that lists the set of your professional and personal accomplishments.

Q2: Compare between the following:

1-The questionnaire, survey and interview

The questionnaire: Questionnaire is a limited questions and answers document to collect quantitative data

Interview is a face-to-face relationship to collect data related to behaviour.

Survey is an open ended questions and answers document to collect qualitative data.

2-The experiment and test

Experiment (Adding effect)

Test (Random measuring).

observation (Focus on)

2-The Progress report and Feasibility study

Progress reports explain the progress of a given project or several projects. It is to reassure recipients that you are making progress, that the project is going smoothly, and the expected completion date. A progress report includes how much work is complete, what work is still in progress, and what work remains to be completed.

Feasibility reports provide information and argue the point of certain course of action. It may present information to prove whether a project can be done and/or worth doing. The feasibility report includes the project information, problems, solutions, what you need in order to achieve the solutions, alternative plans, risks and the length of the project.

Compare between Memo & A letter

A memo, short for memorandum, is an internal document commonly used within organizations to communicate information, instructions, or announcements. Typically used for internal communication within an organization.

A letter, on the other hand, is a formal written communication that is usually sent externally to individuals or organizations outside the company.

Compare between basic research and applied research with examples.

Basic Research

purpose:

(Expand knowledge in field of study)-Theoretical and exploratory in nature.

Aim:(observe,analysis,define,outline).

Data: Qualitative data in nature.

Tools: Questionnaire, Survey, Interview

Applied Research

purpose:

(Solutions for specific problem)- Practical and descriptive in nature.

Aim:

(Test, Examine, Investigate, detect).

Data:

Quantitative data in nature.

Tools: Observation, Test, Experiment

-Types of research can also be classified into qualitative and quantitative as well as conceptual and empirical.

-Compare between brainstorm and mind map.

Both brainstorming and mindmapping are two effective methods to generate ideas & explore them.

brainstorm

A technique for planning is to "storm" or generate ideas in a random way.

Mind mapping

Mindmap helps to create relationships between ideas in organized way. The shape of a mind map will depend on how you see the connections between items of the information – it may be a flow chart, a spider's web, a cycle or some other figure.

Compare between Manual and proposal



-A manual is a document that serves as a training tool to educate the reader how to use, run, install, set up or build a tool/product. It should include simple language and images.

-A proposal is a written document, which includes a suggestion or recommendation on a plan. The proposal should also include a cover page, and contact information.

Q: Write the basic components of the Assessment report.

To:

From:

Subject:

Date:

- Introduction
- Body(headings and sub headings)
- Conclusion

