



Memos and Short Communications

- Letter and memo formats are generally used for shorter communications (2-3 pages max). Whereas letters are usually sent to readers outside of one's own workplace, memos are intended for intra-company communications. But in cases where you don't know your reader (such as when you work for a particularly large company), it's often best to use the letter format. Letters tend to be more formal, while memos are rather informal. Despite this perceived informality, memos carry with them a number of professional expectations, and need to be treated as seriously as any other type of professional document.
- In many cases, your workplace will have particular formats that they will want you to adhere to in writing memos and letters. But in general, certain conventions are adhered to with these types of documents. It's important to understand and work within these conventions because your audience will be accustomed to reading these types of correspondence according to the standards established by these conventions.

Formats for 1 Page Memos (or the First Page of Multi-Page Memos)

1" margins
on top &
bottom

Important!
Vertically align the
beginning of all text to
the right of the
headings (i.e., use
“column alignment”)

Important!
One line of
empty space
between each
of these items

Break discussion
into sections, each
of which begins
with a section
heading

1 ¼"
margins on
left & right

Memo

22 October 2004

To: English 105H Students, Section 11
From: Brian De Wall
Subject: Source Paper Proposal

As noted in your upcoming English 105H syllabus, a proposal for your Source Paper is due Tuesday, November 2. This is a graded assignment worth 50 points, so please give me your best effort.

This memo is intended to help you understand the areas such a proposal should consider, as well as the information that it should provide to its reader (me). Hopefully, it will also help give you an added measure of direction and focus as you begin to investigate your topic.

Format
Your proposal should be written as an informal memo to your instructor. Since many of you are probably unfamiliar with this format, I've taken the liberty of writing this assignment sheet as a memo. While I'll cover the formatting guidelines of a memo in class on Tuesday, 26 October 2004, if you adhere to the general appearance of this document, you should be fine. If for some reason you are unable to attend class on that day, please take note that memos have 1 ¼ inch margins, and use single-spaced paragraphs that are not indented.

What the Proposal Should Include
Your proposal should discuss the following points:

- The topic you've chosen and, in particular, the specific question or problem about your topic that the Source Paper will investigate. Make certain that you've refined the topic to a problem or issue that you can investigate. You can't save the world with this paper, but you can start figuring out how to save the world.
- Be sure to briefly summarize your understanding of the various perspectives that surround the issue. Don't worry if you don't know a lot about the issue yet; just include what information you *do* know.
- Include a section on Related Concerns and Questions. As you begin to investigate your topic, a number of related issues will undoubtedly occur to you. Make note of any that you can foresee, and speculate on how you will address/handle these in your paper.
- Spend some time discussing the methods and/or resources you anticipate you'll employ in researching the paper. Will it be necessary to break the project up into phases? If so, comment upon this and what each phase will focus upon or try to accomplish. What will the scope of the research be? Make sure that the scope of your research is not too vast, and that the methods and resources you'll employ are available to you.
- Include a brief discussion on the potential audiences for your Source Paper and consider what expectations these audiences will have of your work.

That's about all this proposal will need to cover. While this need not be a long or extensively detailed piece of writing, you'll find that putting some effort into your proposal will be of great help later as you begin the actual work of researching the paper.

BSD

Important!
No signature block;
use initials instead
(handwritten initials
—in ink—may
appear on the
“From” line instead
of here)

Format for Subsequent Pages in Multi-Page Memos

Each page after the first should begin with a header that includes the following information: the reader's name (left), the page number (center), and the date (right)

Prof. Brian DeWall

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June 11, 2007

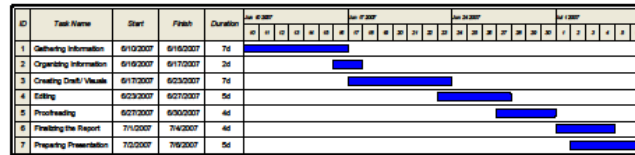


Figure 1 - Project Schedule

Deliverables

This document will be developed over a four-week timeframe with the following deliverables to be completed as indicated in Table 1.

Table 1 – Schedule of Deliverables	
Deliverable	Date
Progress report	07/02/2007
Rough draft of tutorial	07/02/2007
Presentation of project	07/05/2007
Final draft of tutorial	07/06/2007
Original project source files	07/06/2007

Qualifications

Our project team is qualified to produce this tutorial because of our excellent research, communication, analysis and reasoning skills. We have been working collaboratively toward the successful completion of several projects while enrolled in ISU's Technical Communication course. Our ability to communicate in a timely, effective and contextually appropriate manner will greatly assist in the development of the proposed solution. Our project team consists of:

Cuong Van Huynh

Cuong is a senior at ISU majoring in Mechanical Engineering. He has extensive experience using the CMS application and has used it to successfully obtain multiple interviews over the past year. Cuong will be responsible for a portion of the tutorial instructions covering employer and open-position searches.

Farah Mohamud

Farah is a senior at ISU majoring in Chemical Engineering. She also has experience with the CMS applications interface and workflows. Farah will be responsible for a portion of the tutorial instructions covering the interviewing process.

Theodore Murdock

Theodore possesses a Bachelor of Arts in Russian Studies and a minor in German from ISU. He possesses a strong background in both English and foreign languages. Theodore will be responsible for performing research for the tutorial to ensure the document's appropriateness by analyzing the target audience.