

# **MEMOS**

**After studying this unit you should be able to:**

Explain the purpose of memos

Design pre-printed memo forms which contain all essential details

Compose memos from given instructions

The memorandum (memo) is a singular form of a Latin word memoranda which denotes to something to be remembered. It is the most frequent used form of communication within an organization. Memo is like a letter but the difference between them is that memos are circulated within the organization whereas letters are usually sent outside the organization. Thus, memo writing is a useful skill in different fields mainly to keep an informal record of something i.e. desired to preserve for future use. So, memo is a written communication from one person or department to another within the same organization.

## **Memo**

When the message is long and complex explaining the procedure of something it is impossible to explain each and everything at the time. So, memo is necessary for it which helps to memory. Memo are written for to explain something that has happened, to arrange a meeting or invite someone for something, to instruct someone for something, to apologize for something you have done or you have not done, to ask someone about something and to report on the progress of a project.

**MEMO**

When writing memo it deals only with one subject at a time and impersonal style (no Mr., Mrs., Miss, Ms.). It must contain factual detail and the heading should be written maintaining double space. There shouldn't be any salutation or greeting and complimentary close. It has three parts heading (The name of organization, MEMORANDUM, from, to, ref.,(opt.) date, subject) body part (content) and closing (signature of sender, Carbon copies: cc, Enclosures: Enc.

# Structure

1. Heading (Memo)
2. Four-point plan
  - a. To:
  - b. From:
  - c. Reference: (opt.)
  - d. Date:
3. Subject Heading
4. No Greeting

# Cont.-Structure

## 5. Main Body

### a. Introduction-

background information, brief reason for writing, refer to previous communication, who, what, when, where.

### b. Details-

facts and figures, logical sequences, separate paragraph-each one dealing with a separate aspect of the main theme.

### c. Response-

action statement- action that you want readers to make/take, action that you'll take, deadline.

### d. Close- a relevant one-liner close

# **Tone/Style**

1. Written to a well-known recipient, therefore informal style.
2. Message should be clear, concise and correct

## **Using Lists and Bullets**

- Lists can be used and should be useful to set off important ideas by giving numbers, letters or bullets.

## **Why use lists?**

- They help you to organize your thoughts and your points.
- They help focus your reader's attention on important points.
- They help readers find your key points.
- They help to simplify detailed or complicated topics.
- They simplify the skimming process for busy readers.
- They enhance visual impact.

# Tone/Style

## Displaying lists

Make sure you introduce your list appropriately so that your reader knows what to expect. You can improve your business writing by:

1. adopting a friendly, conversational writing style
2. reading your message out loud to check the tone
3. keeping to the point and staying focused
4. organizing your points carefully with my four-point plan 5 using language that the reader will understand.

# Memos-Key points to remember

1. Make a plan first before writing memos. Group points together in a logical order.
2. Remember four-point plan so that the draft message in a logical structure.
3. Use simple, clear language that the reader will understand.
4. Give an appropriate subject heading.
5. Adopt a tone that reflects the status of the sender and the reader as well as the topic of the memo.

# Memos-Key points to remember

6. Use a variety of presentation methods to enhance the display of your message.
7. Use lists and bullets where appropriate.
8. Avoid unnecessary expressions like ‘Thank you’ and Regards’.
9. Do not include a salutation or complimentary close on memos.
10. Keep sign on memo in the usual way.

# **Bloopers and Blunders, common, Errors and Clichés**

## **In fact -**

- Two-word phrase, just like ‘in spite’ and ‘a lot’. They should not be written as one word.

## **In order to**

- This is an old-fashioned wordy phrase- Just say ‘to’.

## **In the event that**

- These four words can easily be reduced to one word – ‘if’.

## **In view of the fact that**

- Six words that can easily be reduced to one – ‘as’, ‘since’ or ‘because’.

## **Investigate/investigation**

- Investigate means to look into. We therefore do not follow either of these words with into.

# **Bloopers and Blunders, common, Errors and Clichés**

## **Its/it's**

- It's is written with an apostrophe only when it is a contraction for 'It is'. For example:

It's very funny when you see a little puppy chasing its tail.

## **I am writing to inform you**

- Come straight to the point and cut out unnecessary clichés.
  - 'Please be informed that', 'Please be advised that', 'I wish to inform you that'.

# Bloopers and Blunders, common, Errors and Clichés

## -ise or -ize

- Many words end in this suffix. Be *consistent* in your use. -  
ise is often used in British English, -ize in American English.
- NB: There are, however, some words that *must* end in -ise  
whichever spelling convention you follow. Here are just a few:
  - Arise, comprise, compromise, disguise, surprise, supervise,

# **Sample of Memo**

**Nepal Engineering College  
Changunarayan, Bhaktapur**

## **MEMORANDUM**

From: The principal

To: All staff and faculty members

Date: 20 May, 2019

Subject: To Attend Football Final Event

It is known that the students from Nepal Engineering College have won the semifinal and are going to play the final match. The football final is going to be held on 26 May, 2019 at Dasarath Stadium, Kathmandu. Hence, all are requested to participate in the event as spectators in order to cheer and give moral support to the players. Buses for the event depart at 12.30 pm on that very day.

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Rajesh Prasad Shrestha

Cc:

The Library Section

The Administration Section