

**To:** Students in ENC 1102

**From:** Chris Friend, Instructor

**Subject:** Genre Memos

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This memo exemplifies the Genre Memo assignment by reviewing the characteristics of memoranda and their use in this course. Use this example as a general guide when creating your genre memo for each major assignment of the semester.

## Purpose

Internal office correspondence, when written, often appears as memoranda, or memos. Memos predate email and serve many of the same purposes (quick and simple communication), but they preserve more of an official feel because they are printed. In this class, **genre memos** document your understanding of the various genres used in the course and provide an official yet direct method for communicating your thinking about genre.

## Layout/Organization

Memos emphasize brevity. Formal memos, if used as the standard communication mode within an office, may be several pages long, but most are only a single page. Memos usually **contain**:

- Familiar topics
- Professional or official tone (but no stuffiness)
- Short sentences and ¶s; brevity
- Opening ¶ stating purpose
- Lists for simplicity and visual emphasis
- Section headings, if warranted
- Single line spacing
- Blank lines between ¶s
- Fields at the top for routing and priority
- Author's handwritten initials beside name

Layout:

The layout of a research proposal typically includes:

Purpose: What exactly defines and explains the plan of action for our research and how we're going to prove it to our

audience

Writing Conventions: Which explains what to include or exclude in our proposals; whether its personal testimony, facts, scientific or scholarly research, etc. This also includes the type of verbiage to use as well as the complexity of the sentence structure

Layout: This explains how the research proposal is to be formatted in a way that can be understood by anyone who needs to look at it

Application to the Course: This section essentially explains the practicality of our research with which accomplishes our goal in our research by proving our points; ultimately persuading our audience of something

Memos typically **omit**:

- Salutations, greetings, closers, or signatures
- First-person pronouns (this may not apply)
- ¶ indents
- The verb "to be"
- The passive voice
- Color/graphics (unless in attachments)

## Application to the Course

As stated on the assignment sheet, you need a succinct and predictable format for reporting repetitive analyses. You also need something simple, so you could focus your efforts on each assignment, rather than on this review of them. Therefore, a short, semi-formal tool, such as a memorandum, is ideal for reporting on each genre used during the semester. Memos also require succinct organization and simplicity of presentation, making assessment simpler.