

Contoh Memo dalam bahasa inggris

To: Ani Afira, S.kom
From: Lisa Zahra, S.Pd.
Date: January 29th, 2015
Subject: Proposal of International Conference 2015

During the next month on February 7th, we will make a special International Conference, which will be attended by all the high student from 27 countries. The Conference will discuss about the International Science Competition in the next year. Please send me proposal about this event as soon as possible to my room this afternoon.

To: Ahmad Ramdani
From: Usman Abdul Hamid
Date: February 1th, 2015
Subject: Let's do something for the animals!

I feel sorry for the endangered animals. You know, there used to be many birds near my house, but now they are significantly reduced in their number. I think it is a result of lack of food because people have cut down many trees and bushes. Let's do some things for the birds. Let's build a bird feeder and create a bird bath for them. Can we do it next Sunday around 8.00 in the morning?

To: All Employees
From: Ahmad Fajar, Head Manager
Date: February 15th, 2015
Subject: Our Company's Anniversary

Next Sunday, we are going to celebrate our company's anniversary. It will be held at 10:00 a.m. on February 8th, 2014. There will be bazaar and door prizes for the employees. I hope you can attend this celebration on time.

To: All managers
From: Director
Date: January 31th, 2015
Subject: New Project

You are expected to attend the meeting on 31 January 2015, at 10.00 a.m. We will discuss a new project. Please come on time.

To: Health & Safety Committee
From: Joe Chan, Chairperson, H&S Ctte
Date: February 17th, 2015
Subject: Room change for next Meeting

The meeting on Saturday, 17 February has been changed to room 201.

To: Dede Nur Zaman

From: Director

Date: February 3th, 2015

Subject: Meeting

Please attend the meeting at the Hotel Jayakarta on Tuesday, 3 February 2015 at 10.00 a.m. on behalf of the director, Looking forward to your report upon completion of the meeting.

To: All Teachers

From: head Teacher

Date: February 7th, 2015

Subject: National Exam Preparation

Next Wednesday, we will discuss about the national exam preparation, I hope all teachers to be present on time at 11:00 a.m. in the teacher's room.

Contoh Memo Formal Dalam Bahasa Inggris (1)

Samsung Corporation
Jakarta, Indonesia

Official memo

To: All Employees

From: Jay Washington, Manager

Date: January 06th, 2014

Subject: Farewell ceremony

We will held a farewell ceremony for Ryan Smith, Assistant Manager. The ceremony will be held at 07.00 A.M on January 8th, 2014. All employees are required to attend the ceremony.

Best regard,

Jay Washington

Terjemahan / Artinya :

Perusahaan Samsung
Jakarta, Indonesia
Memo resmi

Untuk: Seluruh pegawai
Dari: Jay Washington, Manajer
Tanggal: 06 Januari 2014
Perihal: Pesta Perpisahan

Kita akan mengadakan pesta perpisahan untuk Ryan Smith, Asisten Manajer. Acaranya akan diadakan pada jam 07.00 malam tanggal 8 Januari 2014. Semua pegawai diharapkan untuk menghadiri pesta perpisahan ini.

Dengan Hormat,

Jay Washington

Contoh Memo Formal Dalam Bahasa Inggris (2)

Toshiba Electronics Company
Seoul, Korea

Official memo

To: Ren William, Marketing Manager
From: John English, General Manager
Date: February 07th, 2014
Subject: Marketing report

Please prepare the last marketing report to be the material in the meeting that will be held on February 09th, 2014.

Best regard,

John English

Terjemahan / Artinya :

Perusahaan Toshiba Elektronik
Seoul, Korea

Memo resmi

Untuk: Ren William, Manajer Pemasaran
Dari: John English, Manajer Umum
Tanggal: 07 Februari 2014
Perihal: Laporan pemasaran

Tolong disiapkan laporan pemasaran terakhir untuk menjadi bahan dalam rapat yang akan dilaksanakan pada 09 Februari 2014

Dengan hormat,

John English

Contoh Memo Formal Dalam Bahasa Inggris (3)

FROM : Headmaster

TO : All teachers

SUBJECT : Meeting for the students' farewell event preparation

I submit this memo as information for the All Teachers.

To hold the students' farewell event, we have to conduct a meeting of the preparation on:

Date : June 16th, 2015

Hours : 09.00 am until 11.00 am

Place : The meeting room

This meeting will be focus on several points following:

- The schedule of the event
- The rundown of the event
- The committee of the event
- The performers in the event

Warm regard,

The Headmaster

Contoh Memo Formal Dalam Bahasa Inggris (4)

Department of Education and Culture Jakarta

SMAN 99 Jakarta

Jalan Perintis Kemerdekaan No 19 Jakarta Timur

MEMO

To : Mr Budi (Head Of English Teacher)

From : Mrs. Annisa (Headmaster)

Date : March 24th, 2015

Subject: English Debate Competition

Mr. Budi please help training student who participate on the National High School English Debate Competition 2015. Meet me on meeting next Friday.

Mrs. Annisa

=====

Contoh Memo Informal Dalam Bahasa Inggris (1)

To: Fira
From: Pita

Fira, when we will go out together? I will be free on Saturday and Monday. Let me know if you are free, too. Don't forget to finish your project and work before the end of this month.

Terjemahan / Artinya :

Untuk : Fira
Dari : Pita

Fira, kapan kita akan pergi keluar bersama-sama? Aku akan bebas pada hari Sabtu dan Senin . Beritahu saya jika kamu bebas juga. Jangan lupa untuk menyelesaikan proyekmu dan bekerja sebelum akhir bulan ini

Contoh Memo Informal Dalam Bahasa Inggris (2)

To: Gita
From: Genta

Gita, I have called you several times but you did not answer it. Please call me back tonight because I have many things to discuss with you about our work and event. Thanks.

Terjemahan / Artinya :

Untuk : Gita
Dari : Genta

Gita , Aku menelponmu beberapa kali tetapi kamu tidak menjawabnya. Hubungi saya kembali malam ini karena saya memiliki banyak hal untuk mendiskusikan dengan kamu tentang pekerjaan dan acara kita. Terima kasih.

Contoh Memo Informal Dalam Bahasa Inggris (3)

To: Kiki
From: Mother

Kiki, please cook some foods for your father if you already arrive at home. All of the materials are in the refrigerator. Take it carefully. I go to grandma's

house. She said that she is not feeling well, I accompany her. Call me if you have any question.

Terjemahan / Artinya :

Untuk : Kiki

Dari : Ibu

Kiki, silakan memasak beberapa makanan untuk ayahmu jika kamu sudah tiba di rumah. Semua bahan dalam lemari es. Ambil dengan hati-hati. Aku pergi ke rumah nenek. Dia berkata bahwa dia sedang tidak enak badan, saya menemaninya. Hubungi saya jika Anda memiliki .

Contoh Memo Informal Dalam Bahasa Inggris (4)

To: Faqih

From: Joko

Faqih, I want to borrow your Harry Potter book. Are you at home this afternoon? I will come to your home. I will also bring my new toys. Let's play together.

Terjemahan / Artinya :

Untuk : Faqih

Dari : Joko

Faqih, saya ingin meminjam buku Harry Pottermu. Apakah kamu di rumah sore ini? Saya akan datang ke rumah Anda. Saya juga akan membawa mainan baru saya. Mari Bermain bersama.

To: Orang yang di tuju

From: Dari atau sipenulis memo tersebut

Date: Tanggal / hari pelaksanaan

Subject: Hal atau pokok pembahasan

Contents: Isi atau pesan memo

To: Ani Afira, S.kom

From: Lisa Zahra, S.Pd.

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Struktur Memo

Memo biasanya terdiri dari 3 bagian: pembukaan, isi, dan penutup.

⇒ Pembukaan:

- Untuk siapa memo tersebut
- Dari siapa memo tersebut
- Tanggal pembuatan memo
- Perihal

⇒ Isi:

Pesan singkat yang ingin disampaikan, sebaiknya jangan bertele-tele dan harus jelas. Namun, jangan menghilangkan informasi yang penting, seperti tanggal, waktu, dan tempat. Bahasa yang digunakan baiknya adalah bahasa yang sopan.

⇒ Penutup:

Biasanya berupa tanda tangan dan nama jelas pengirim memo.

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Contoh 1:

To : Anwar

From : Bernard

Anwar, I want to borrow your book for Economic subject. I need it because I did not attend the class yesterday. I will go to your house this evening at 16.00 pm.

Thank you

Artinya:

Kepada : Anwar

Dari : Bernard

Anwar, saya ingin meminjam buku catatan pelajaran Ekonomi. Saya membutuhkannya karena saya tidak masuk kemarin. Saya akan pergi kerumahmu sore ini pukul 16.00.

Terimakasih

Contoh 2:

To : Vany
From : Anya

Vany, Can you go with me to Ramayana?. I want to buy a new dress for the prom night. I hope you can go with me. Thank you my friend.

Artinya:

Kepada : Vany
Dari : Anya

Vany, bisakah kamu pergi bersamaku ke Ramayana?. Saya ingin membeli gaun baru untuk pesta dansa. Saya harap kamu bisa pergi bersamaku. Terimakasih teman.

Contoh 3:

To : Hendra
From : Marwan

Hai Bro. I go to visit you when I heard that your were hopitalized. When I came to your room I saw you were sleeping. Here I bring some fruits of your favorite. I hope you will get well soon and we can go to the school together. See you at the school.

Marwan

Artinya:

Kepada : Hendra
Dari : Marwan

Halo teman. Saya mengunjungi mu ketika saya tahu kamu dirawat dirumah sakit. ketika saya datang kamu sedang tidur. saya membawa beberapa buah kesukaan mu. Saya harap kamu bisa sembuh secepatnya dan kita bisa pergi ke sekolah bersama. Sampai jumpa disekolah.

Marwan.