

UNIT 11 WRITING

PART 2

PROPER MEMO FORMAT

*To: Mr./Ms first and last names of addressee, job title
Section, Division, Department*

*Date
Filename*

*From: First and last name of sender, job title
Section, Division, Department*

Subject: concise, focused description (with only the first letter of the first word and proper names capitalized)

PARAGRAPH 1: CLEAR, CONCISE STATEMENT OF MEMO'S PURPOSE

1) "I am writing to inform you of the results of my efforts to gather information on two possible sites for a World Heritage Conference. As you know, ... of Nova Scotia. After all the conference organizers have read this memo, they can discuss the results and offer opinions as to which locale would be preferable at our next planners meeting."

PARAGRAPHS 2 & 3: BACKGROUND INFORMATION*

(just enough to provide a meaningful context for the announcement depending on quantity of information gathered)

2) "Quebec City is the capital of the province that is the first French settlement in North America, which started back in the year 1608. Old Quebec became a UNESCO World Heritage site in 1985. The old city has ... at the next meeting). It is in the heart of the old city and leads to historic streets such as Rue Saint-Louis and Saint-Ursule."

3) "The other possible location, Lunenburg, Nova Scotia is the site of a historic fishing village dating back to the year 1753 when it was first settled by Dutch, German ... a World Heritage site. Just several blocks from Lunenburg's most historic area, one or two modern hotels with conference facilities are readily available to serve as venues (details of each will be supplied at the next meeting)."

****In this case, information on two possible conference sites is supplied, with one paragraph devoted to the description of each***

PARAGRAPH 4: SUMMARY STATEMENT OF INFORMATION IN PREVIOUS PARAGRAPHS

4) "The settings of both Quebec City and Lunenburg offer inspiring settings for a meeting conference of our UNESCO World Heritage group. I look forward to gathering with all the organizers at next week's planners' meeting so that we can share our responses and input."

UNIT 11 WRITING
PART 2

PARAGRAPH 5: THANKING THE ADDRESSEE(S)

5) *"Thank you for your attention to this important matter."*