

UNIT 5 WRITING

PART 2

MEMO INFORMATION (who you are addressing the memo to, the topic, date, and who is writing the memo)

*"Memo to: Mr./ Ms. Person in Charge
From: James Engineer
Date: 4 September, 2005
Subject: Needs Assessment, Arcadia Mission"*

PARAGRAPH 1

Tell why you would like to participate in the mission (or other activity)

"Under each paragraph heading is a brief, concise description of the functions of each branch, as set out in the Charter signed by the original 51 member-nations at the San Francisco meeting in 1945."

PARAGRAPH 2

Tell why you feel qualified to participate and how you can apply your background and skills

"Having worked for several years as an engineer designing roads and bridges in Lower Mackadee and other developing regions, I feel qualified to be part of the Arcadian engineering operation. As you recall, ... and shelters. I also performed similar tasks during the crisis in Sakardy."

PARAGRAPH 3

Thank the reader for considering your request, restate your hope to participate and contribute, and offer additional information if needed

"Thank you for considering my request to participate on mission's transportation engineering team. I very much hope that favourable action can be taken on my request to go to Arcadia, a place where I believe my professional background and skills can be put to good use. Please let me know if I can supply any additional information."

CLOSING

*"Yours truly,

(signature)"*