

Unit - 7

LETTER WRITING

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MEMO WRITING

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MEMO WRITING

8.1. Meaning and Definition

Memorandum is a singular form of a Latin word memoranda which denotes to something to be remembered. Memo like letter is a form of correspondence but the difference between memo and letter 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.

In this age of IT the memo writing has its own importance. We can circulate the message quickly by using telephone but when the message is long and complex explaining the procedure of something it is impossible to explain each and everything at the time. We write memos that help documenting our progress as the record for future.

Memos are thus an aid to memory. They are to remind us to save time. A memo can announce a decision or explain a procedure to be done. At the same time it is no need to schedule a meeting if you write memo. The recipients of the memo continue working and read the memo when they have time.

It conveys the message clearly and critically. Memos help for documentation or informal record for future.

8.2. Purpose of Writing Memos

To circulate information within an institution a memorandum is written for various purposes. The main situations in which memo are written are as follows:

- a. To explain something that has happened
- b. To arrange a meeting or invite someone for something
- c. To instruct someone of something
- d. To apologize for something you have done or you haven't done

- e. To ask someone about something .(for inquiries or request)
- f. To report on the progress of a project

Points to be noted while preparing memos

Memo deals with only one subject at a time.

Impersonal style of language is used.

It must contain factual detail.

The heading should be written maintaining double space

No salutation/greeting, no Complimentary close

8.3. Different Components of a Memo

Heading

- a) Memo Head (opt.): It consists of the name and location of the organization. It is generally placed on the top of the page. But now-a-days it is not normally mentioned.
- b) Reference no (opt): It is generally placed on the top left hand corner of the page after memo head.
- c) Recipient or the receiver or the name of the recipient.
- d) Sender/sender's position, or sender's initials.
- e) Date: Sometimes the date is written on the top right hand corner of the memo but it is generally written just below the name of the sender
- f) The subject: The subject on which the memorandum is going to be written is normally placed just below the date. Subject line includes focus and topic.

Body

- g) The body: This is the most important part of the memo. It contains the message that the sender /writer intends to convey. It must provide the details of the message. It depends on the purpose like requesting, justifying etc.

Closing

- h) Signature of the sender: It is placed at the left hand side at the bottom of the memorandum just below the ending of the body.
- i) Cc: place to the left hand corner of the memo just below the signature of the sender.

8.4. Format of a Memo

Model - I

MEMO

To: All staff and faculty members

From: The Principal (Sometimes name and signature)

Date: 21 December, 2010

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 25 Dec, 2010 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.

.....

Prof. Dr. Ashish Regmi

Cc:

The Library Section

The Administration Section

Model - II

Memo

DATE: June 13, 2012

TO: George Calvert

FROM: Candice Millard

SUBJECT: SUGGESTION FOR IMPROVED MEMO WRITING

George, I've just returned from a training seminar titled "better Business Writing." Our department manager asked me to share tips I've learned about writing effective memos. Following are the improved memo-writing techniques I learned at this training seminar.

1. Subject Line: One hundred percent of readers read the subject line. Thus, to make this first line of communication effective, include a topic ("memo writing") and a focus ("suggestions for").
2. Introduction: Limit your introduction to one or two sentences. State why you're writing and what you're writing about.
3. Discussion: In the body, develop your points specifically (answering who, what, where, and why). Then itemize your points for easy access.
4. Conclusion: End by telling what reader what to do next and when to accomplish this task.

By using these techniques, you'll be able to communicate more successfully. If you have any questions, please drop by my office. I'd be happy to share more information with you.

Subject line includes focus and topic

Introduction Explaining why the memo is written

Body describing how a good memo is written

Concluding remarks with positive words and pronouns successfully used to achieve a personalized tone

EXERCISES

1. Assume yourself the Students Council's President. Draft a memo inviting all the students to attend the function of the 10th anniversary of your college at the college premises. Also do not forget to inform those interested students taking part in cultural activities to contact the council's secretary.
2. Assume yourself as the GM of XYZ company. Write a memo to the regional manager of the branch company instructing him/her to submit the annual report of the company before the dead line.

3. Assuming yourself to be the principal of the college, Write a memo informing the staff and students to switch off fans and lights when not in use giving a reason.
4. On behalf of the exam chief, write a memo informing all the faculties to submit the questions of their respective subjects for the UT I within the deadline provided already.
5. As a general manager of Bharat Steel Works, you are worried about the time the employees spend during lunch break. Draft a memo to be circulated to the employees asking them to be at their desks during duty hours.
6. As a general manager of Krishna Textile Co.Ltd., Balaju, prepare a memo to be circulated to the employees of the organization informing them of the change in the working hours, explaining the reasons for the change.
7. As a managing director of Bharat Construction Ltd., draft a memo to the executive engineer of the inspection wing, requesting him to conduct an inspection of the newly constructed shopping complex at Naikap to find out whether the construction has been done as per specifications and the satisfaction of the owner.
8. As a principal of the Govt. Engineering College, Pulchowk, it has been reported to you that the recently bought equipment have not been properly maintained, causing their malfunctioning. Draft a memo to the head of the department of mechanical engineering requesting him to find the person who has been negligent of his responsibility, and get an explanation from him.

