

Office Memorandum

The memo (or "memo") is usually a short writing designed to communicate within the organization. It is part of commercial communication, usually aimed at a specific audience (such as your unit or team members). It usually serves as a reminder of the importance of a particular thing (for example, renewed customer service efforts) or a request to take specific action (for example, be at a team meeting on Monday at 2 PM to discuss a specific thing.)

In a short sense, memo is a written message from one person to another person within the exact same company. Office memo is the brief kind of memorandum. The actual meaning of the word memorandum is a note to help the memory. Memorandum is particular in number. Its plural forms are memorandums or memoranda.

A memorandum is a written note or communication specifically in business between individuals working for the same company.”

Advantages of office memo

We know memorandum serves various purposes. It is a common means of writer, communication within the organization. The main advantages of memos are discussed below:

- 1. Save time:** We can see that organizations may use the printed note. As they usually print, it takes less time to craft them.
- 2. Less formal:** No formalities are required in drafting a memo; the internal address and greeting and free closure are usually deleted.
- 3. Low cost:** The cost of communication through a memo is less than those of others.
- 4. References:** Memo is a written document. So, it can be used for future references.
- 5. Maintaining a good relationship:** It can help to maintain a good relationship between the boss and subordinates, because the mentoring position is absent here.

6. **Reporting decisions and procedures:** The main goal of the memo is to inform decisions and procedures. For this purpose, it must be written by the highest authority.
7. **Provide information:** Another important objective of the memo is to provide information from one level to another within the business.
8. **Requesting decisions and procedures:** The aim of the memo is to request decisions and procedures. For this purpose, the sub-coordinator could formulate it.
9. **Keep someone at work:** A note has also been written to remind someone to act, if necessary.

Disadvantages of office memo

1. **Limited application:** It is not widely used as means of communication. The memo is mainly used in commercial companies. Maintains communication only between employees of the same company, regardless of distance.
2. **Time consuming:** It takes time to be sent to a distant branch or office.
3. **Expensive:** The memo is usually a template for each publication, and is expensive than other means. Sometimes huge printed notes remain unused.
4. **Lack of formality:** It provides only informal communication.
5. **No explanation:** The memo was written in short form. So the meaning of that may not be clarified to the reader.
6. **Less important to the reader:** Since it is an informal medium of communication, it can be less important to the reader.
7. **Not suitable for illiterate people:** Office memo is one type of written communication. So, the illiterate are unable to read and understand it.

Guidelines for writing effective memos

1. Summarize the conclusions in the introduction paragraph

2. State the basis for conclusion in the introductory paragraph
3. Begin each subsequent paragraph with a thesis statement
4. Support the thesis statement in the body of the paragraph
5. Be concise
6. Know the audience
7. Avoid jargon
8. Stay objective
9. Use active verbs
10. Anticipate counterarguments
11. Provide “road signs” as needed
12. Cite the sources
13. Number the pages