**Drafting Memos**

**Contents: 1. Definition and Functions**

**2. Differences between Memos and letters**

**3. Purposes of Memos**

**4. Classification of Memos**

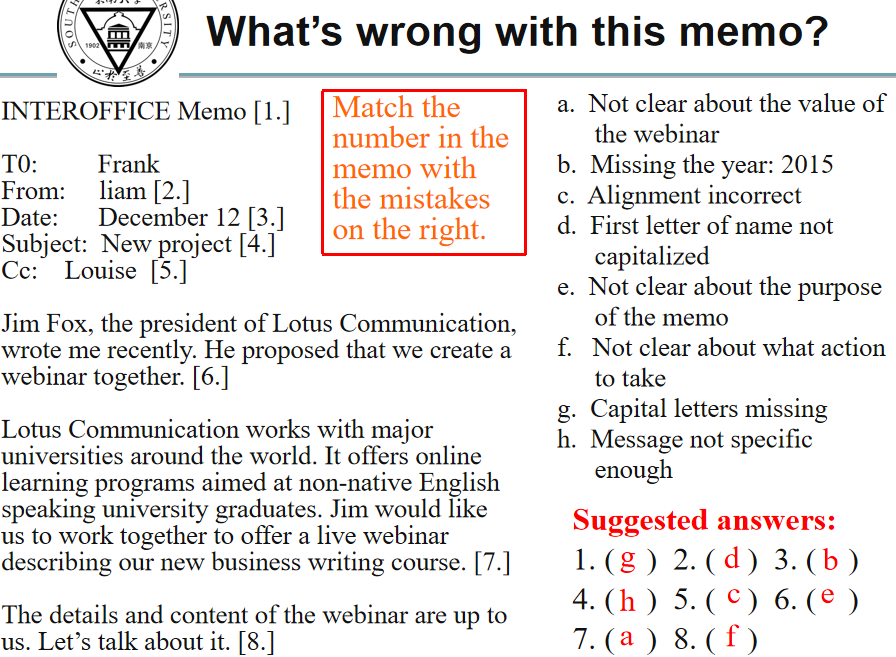
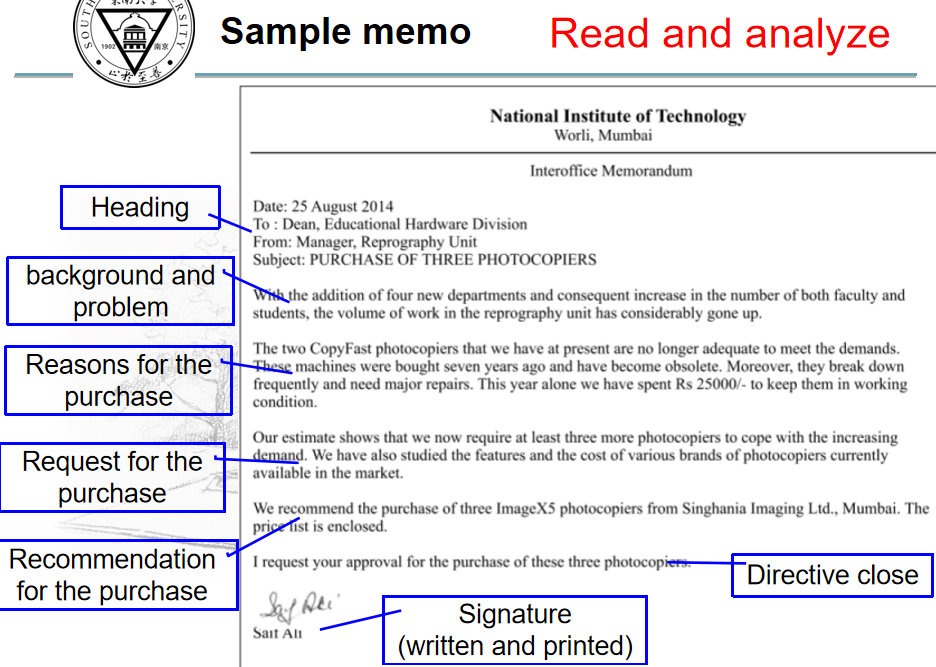
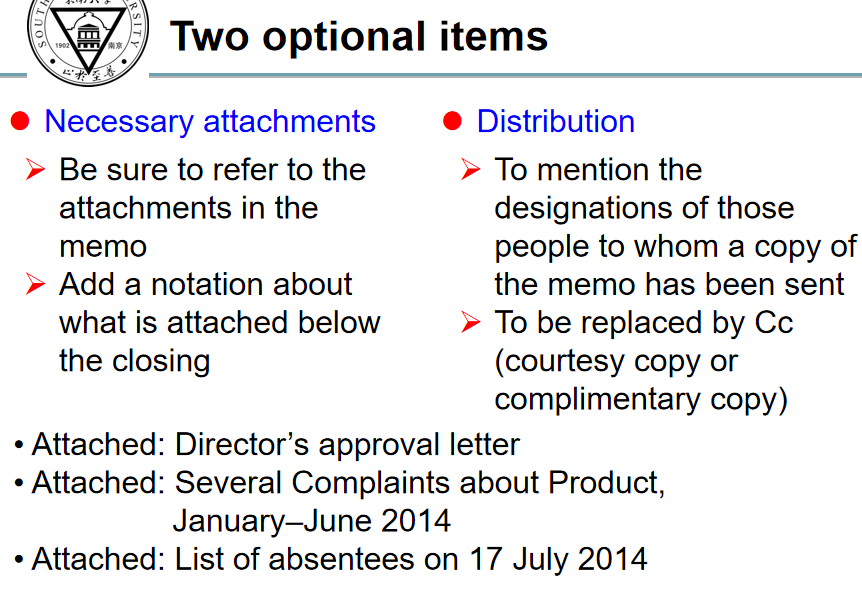
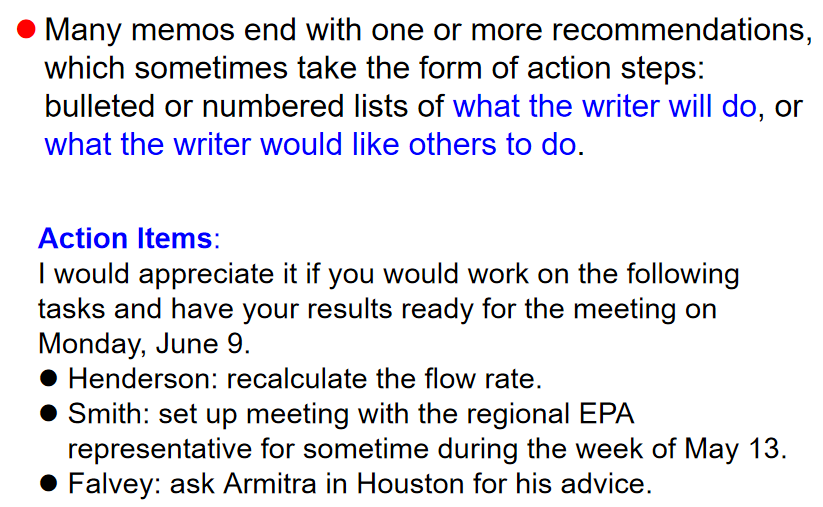
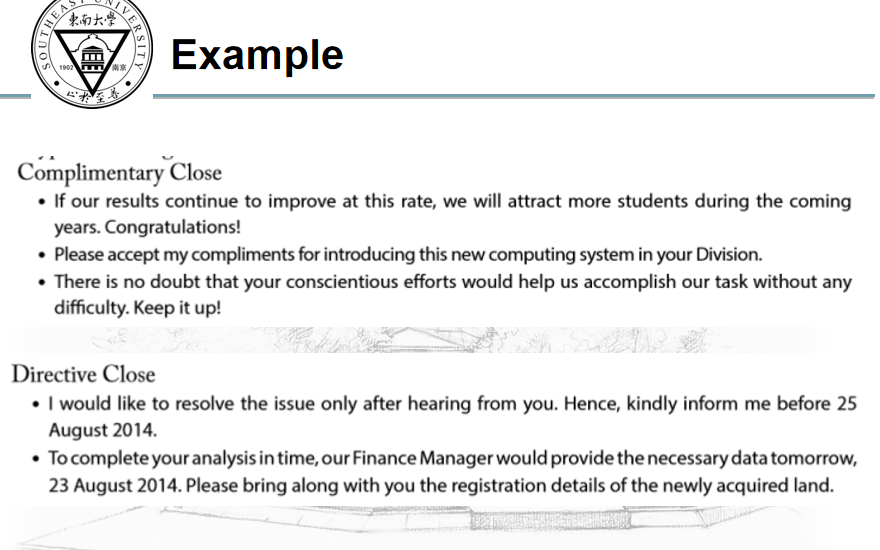
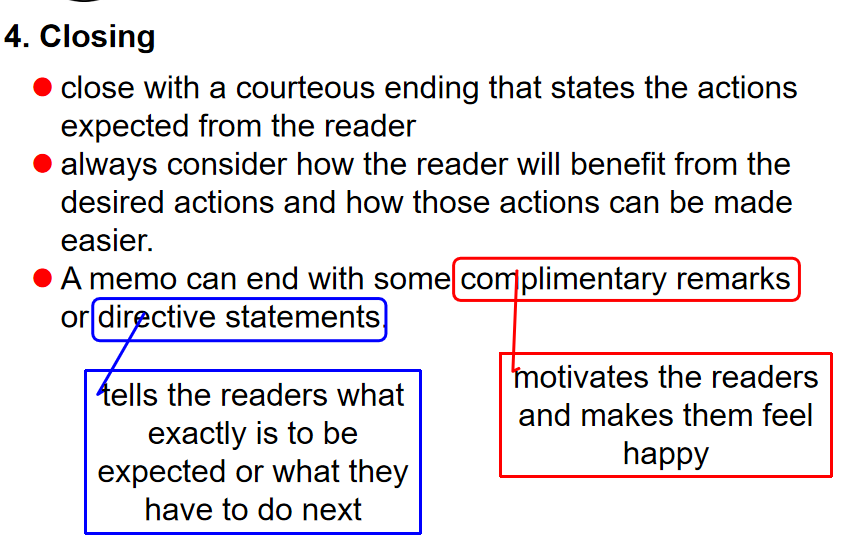
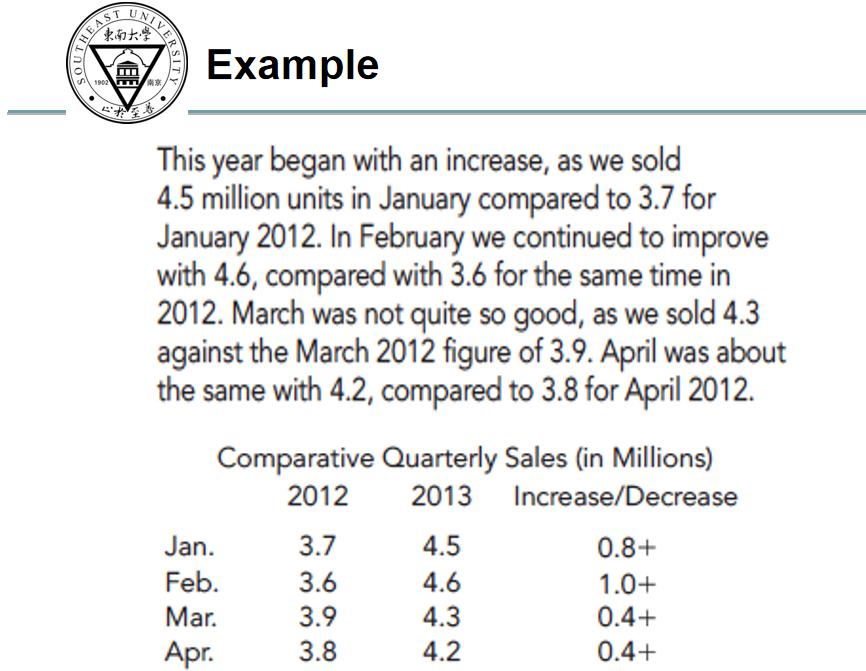
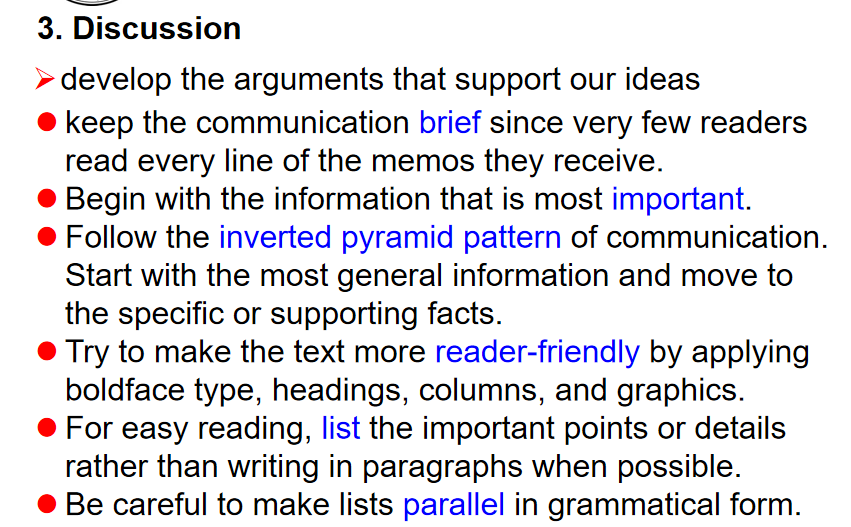
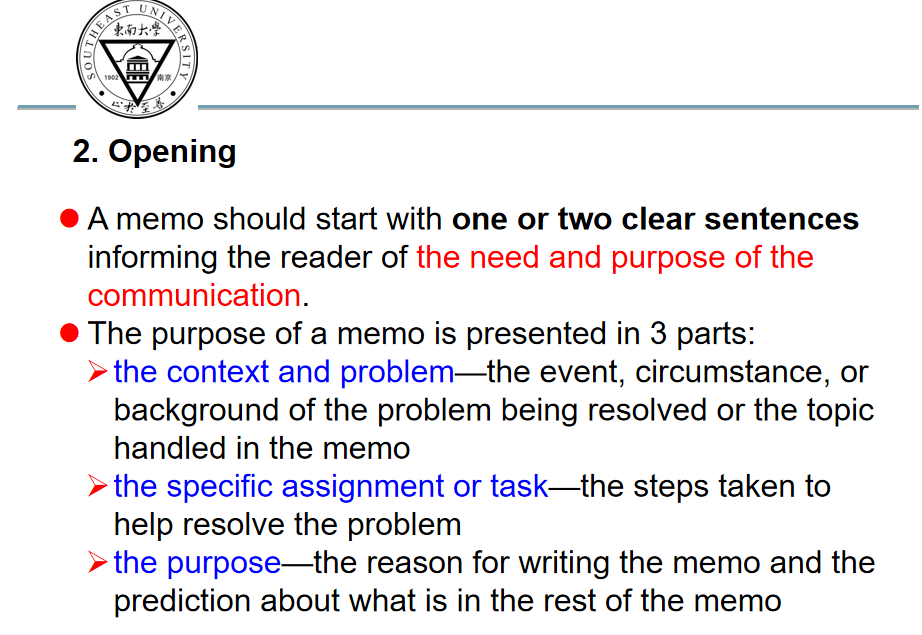
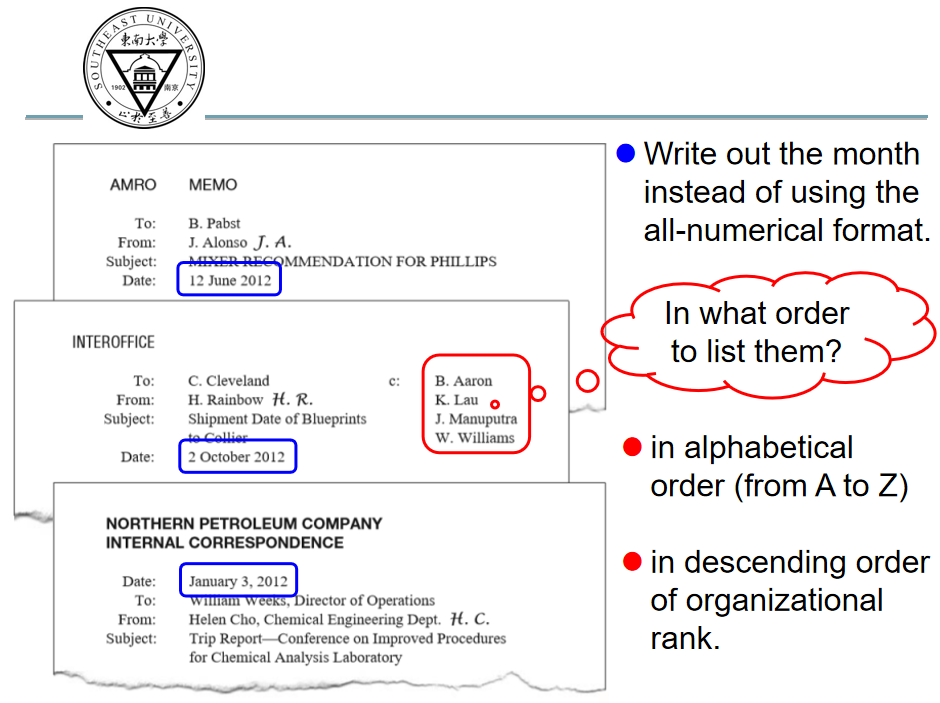
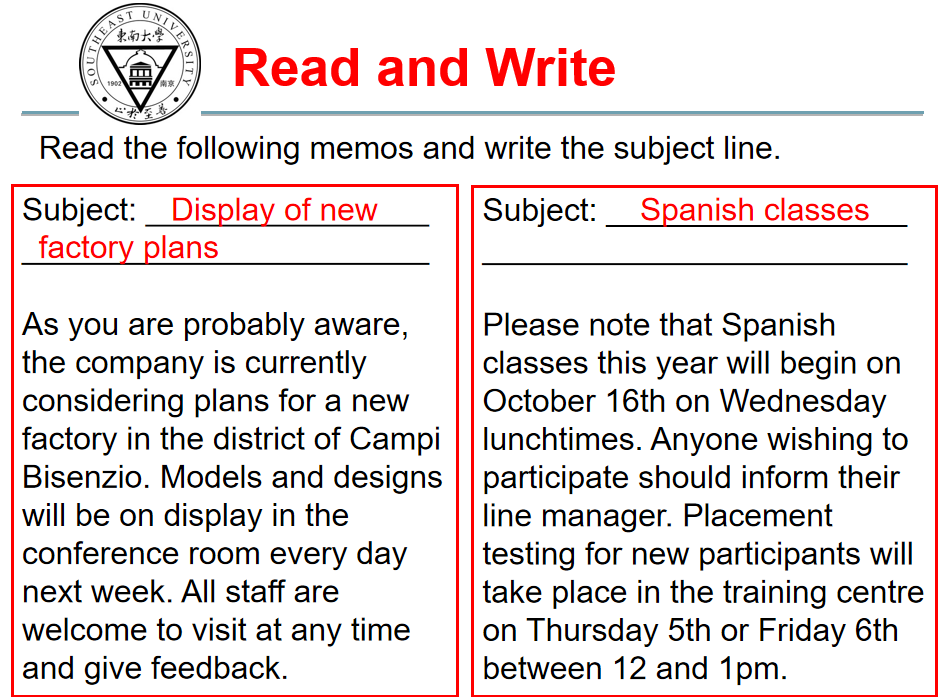
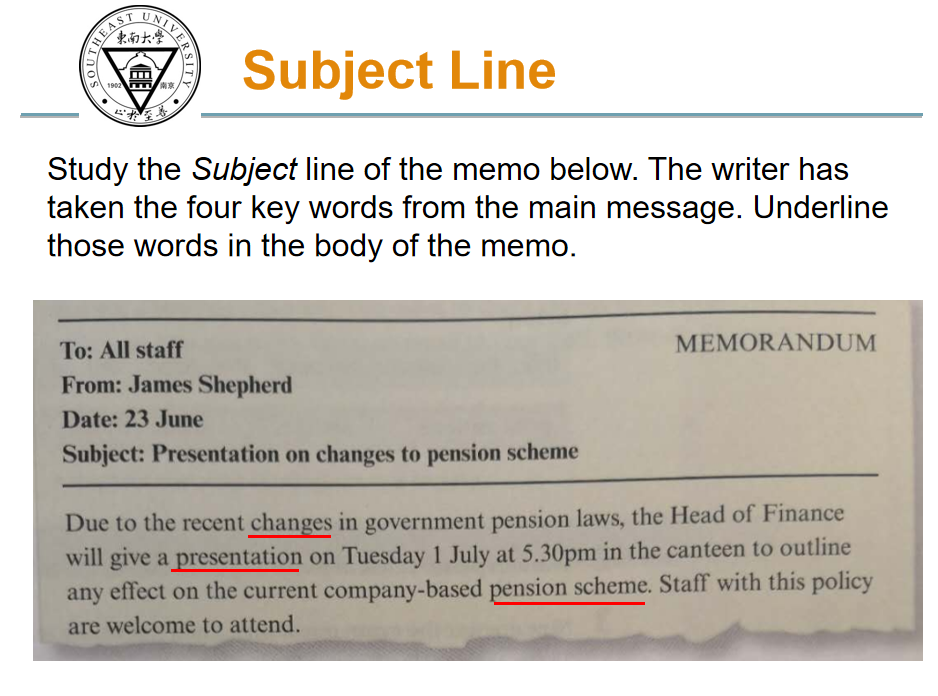
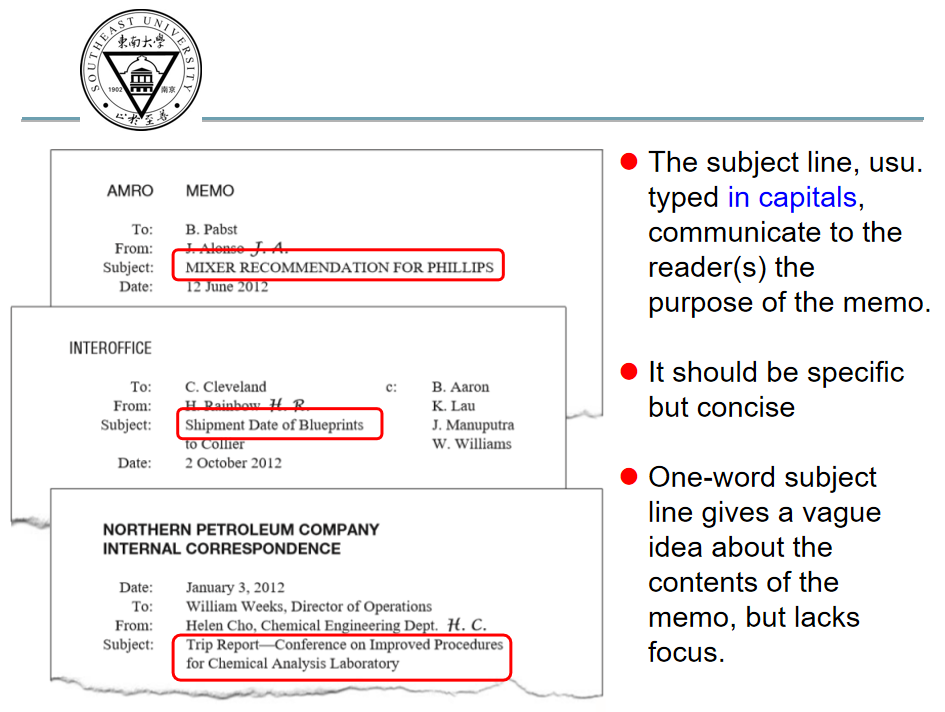
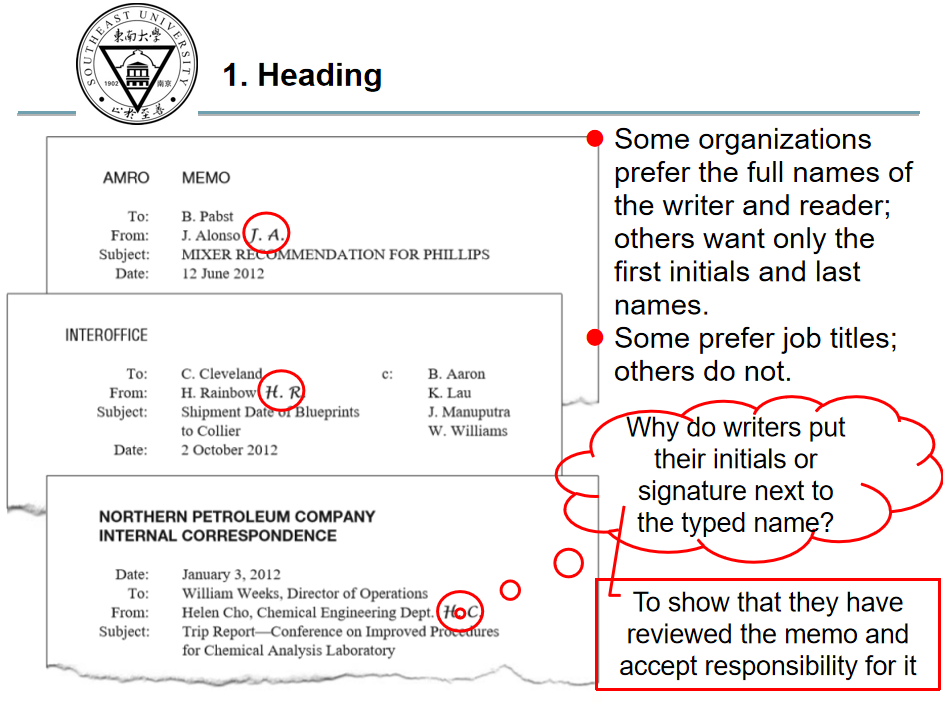
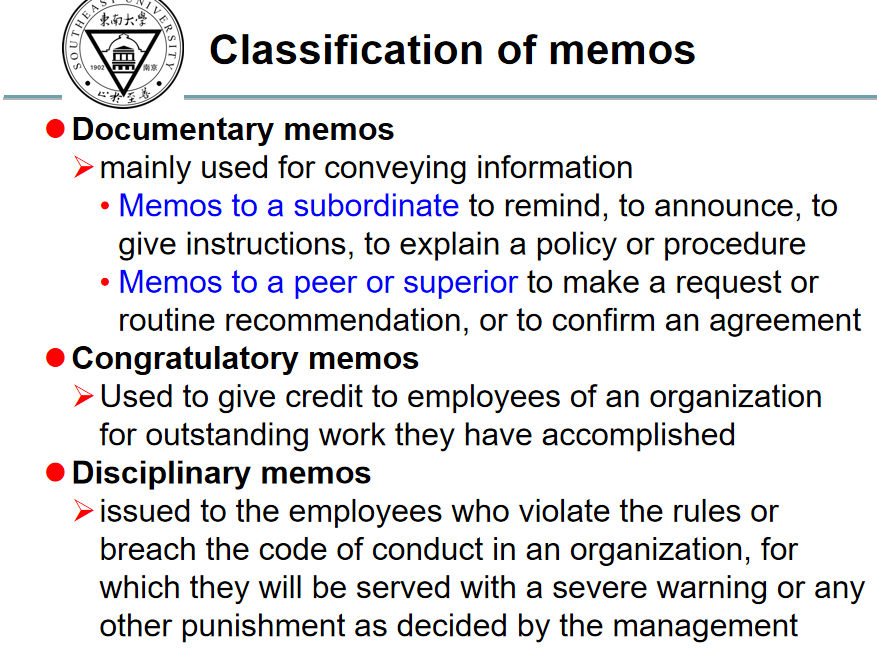
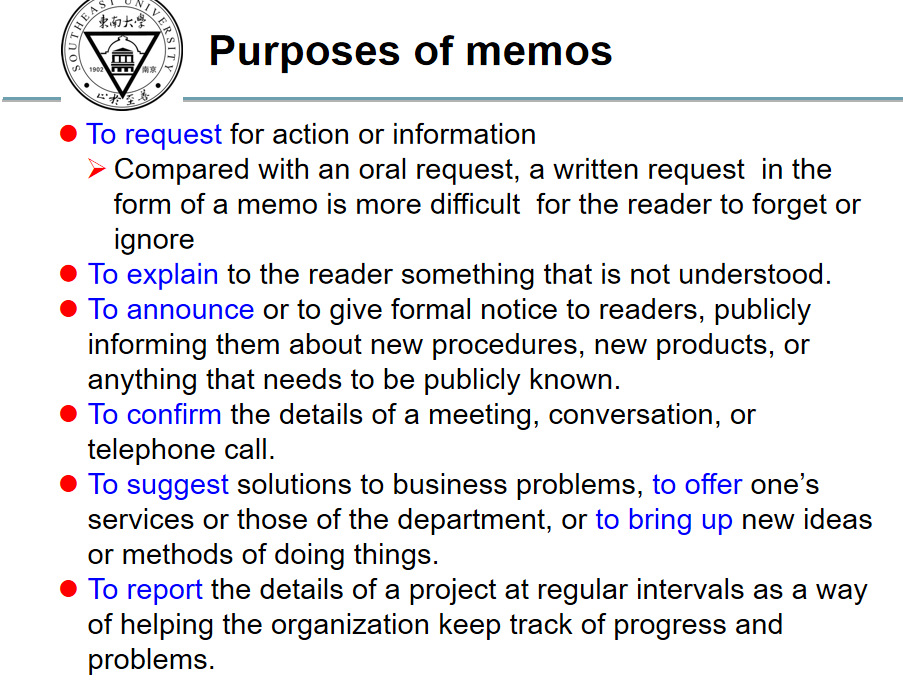
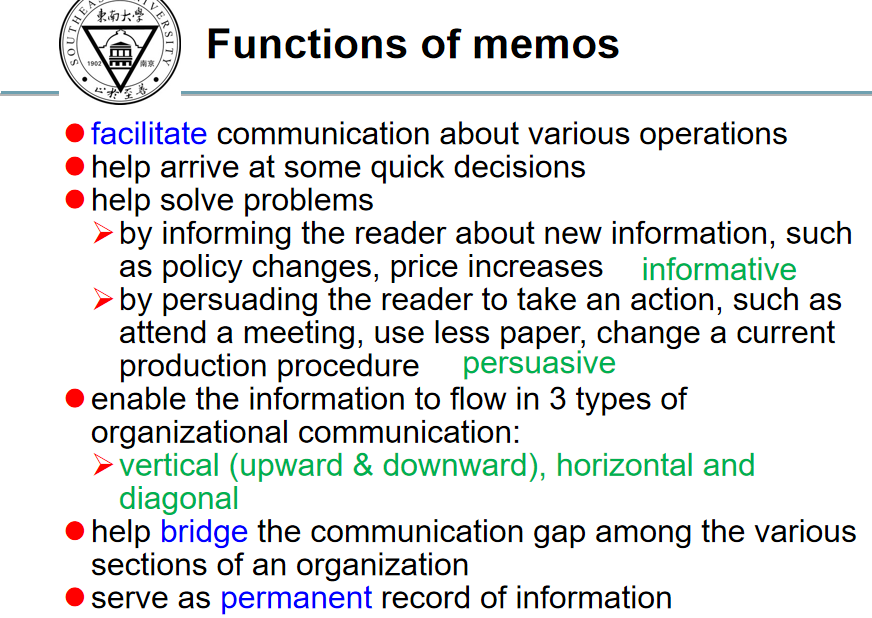
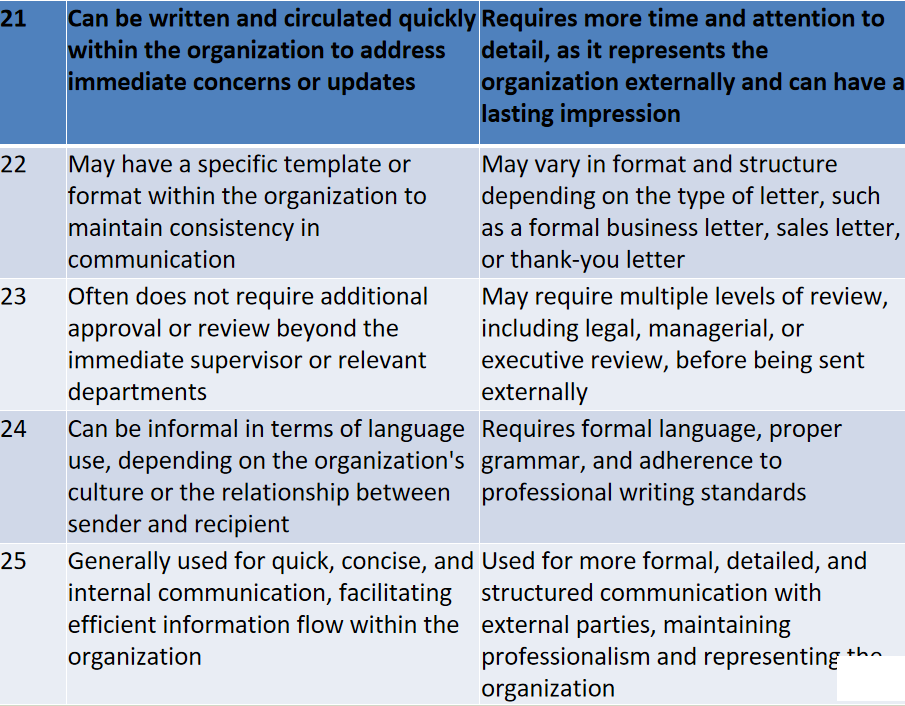
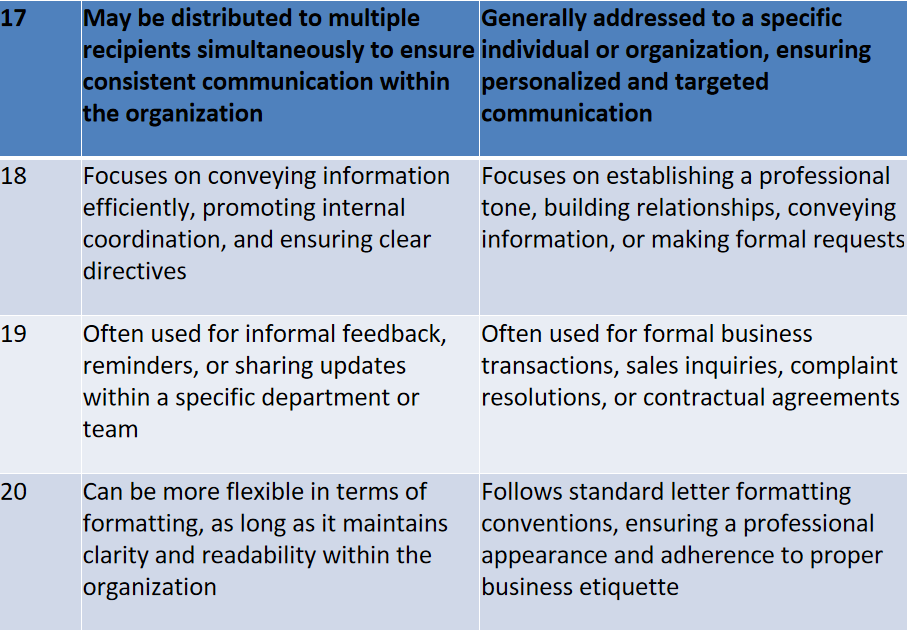
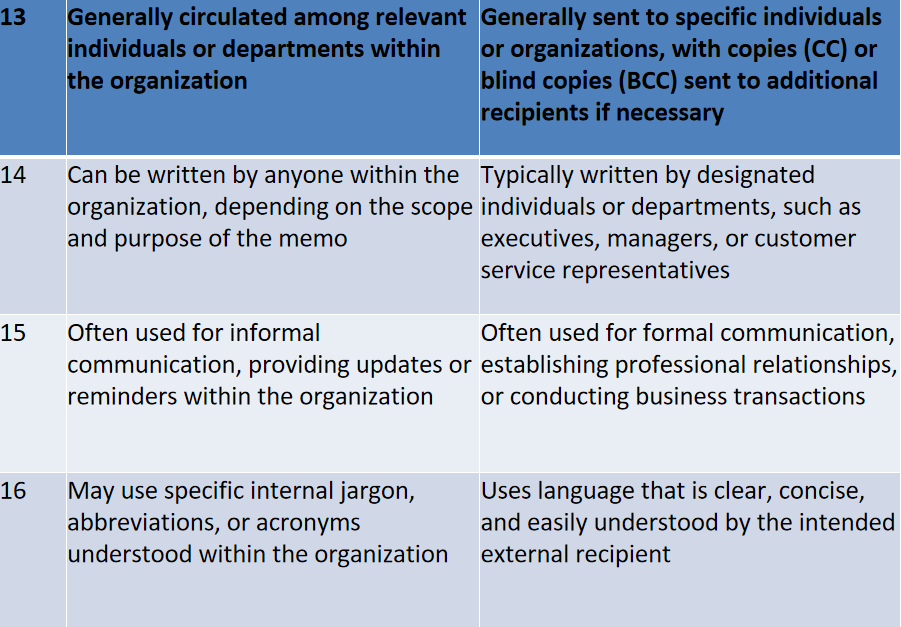
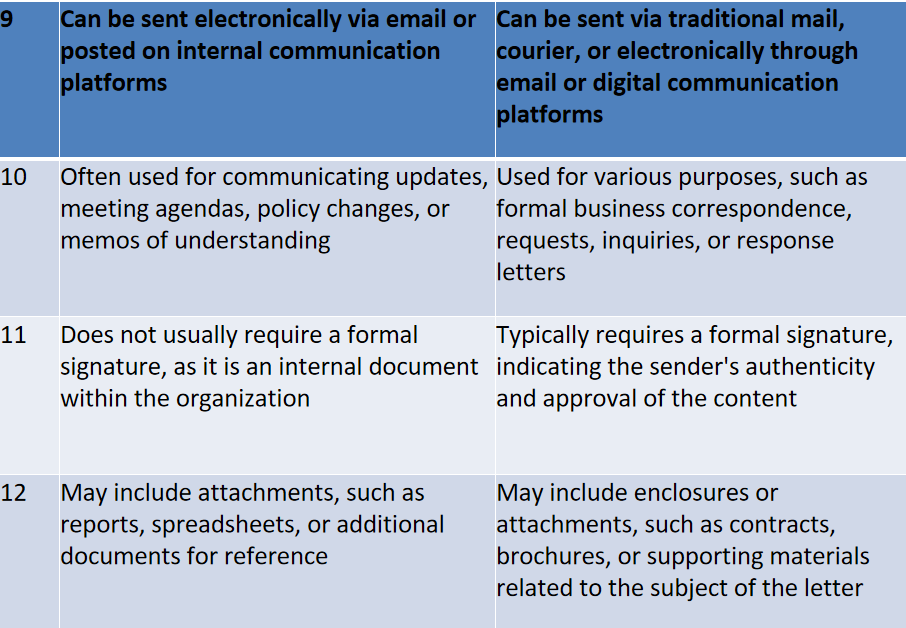
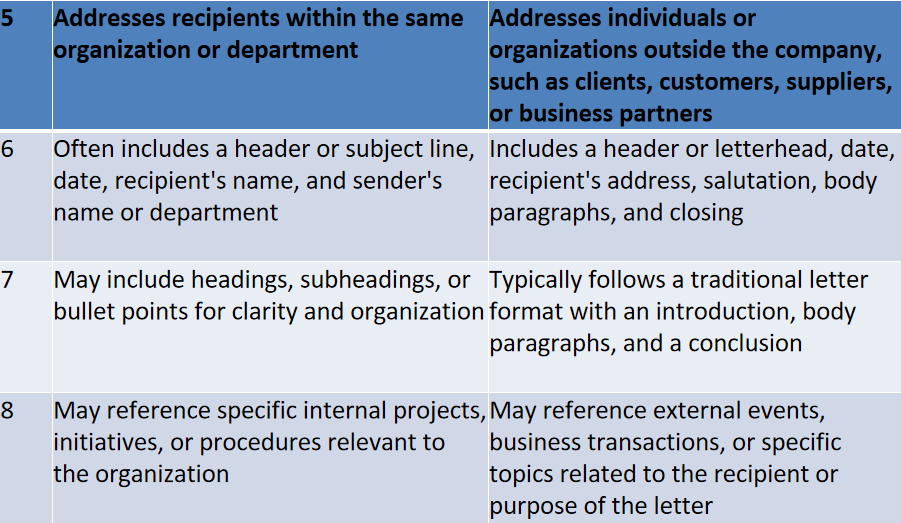
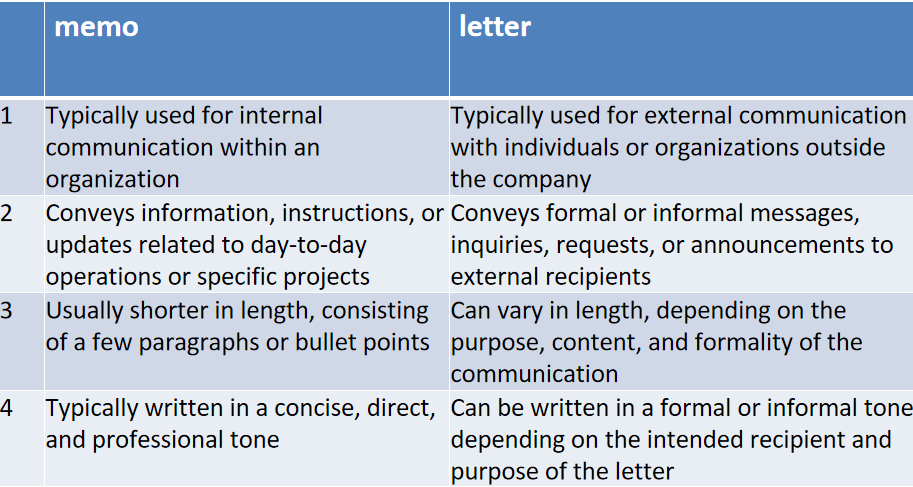
**5. Elements in a Memo**

**6. Useful tips to Prepare Memos**

**Definition of “memo”**

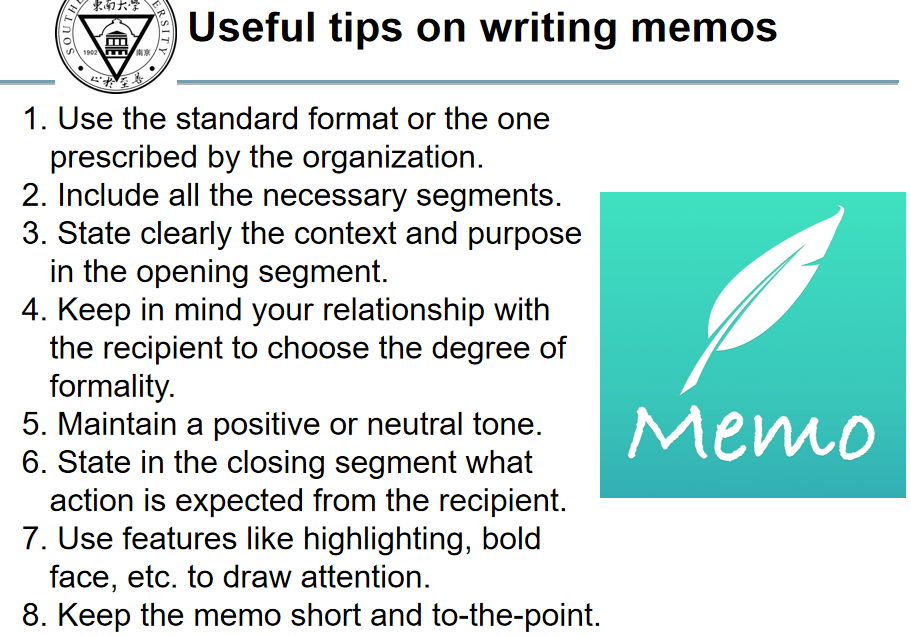
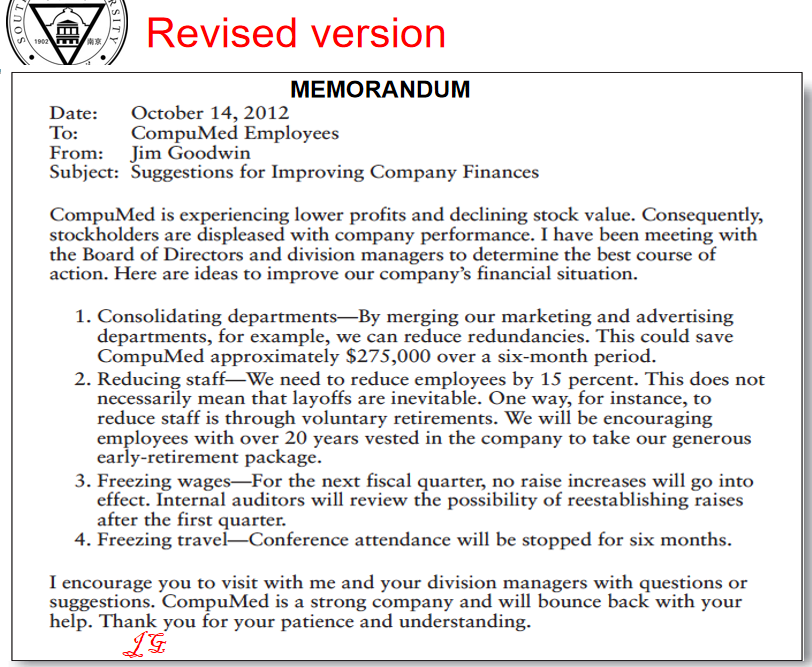
* shortened form of a Latin word “memorandum”（备忘录）
* a document frequently used in a company or an organization for internal communication to convey information and deal with business

**Memo vs. Letter**

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**Problem Memo Sample**

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