

Writing a business memorandum (memo)

Please note: there are writing homework titles at the end of this book.

announce

hard copy

greeting

A memo:

- is usually sent to a group rather than an individual. When writing only to one person, it is more common to write an email or letter.
- is a common way to provide a report on activities or events, announce news, make a request etc.
- is normally used for internal correspondence to other colleagues or from a boss to staff, for example. However, it can also be used for external communication to customers, suppliers etc.

can be used in different ways. There are many different

If we don't deliver a memo as hard copy, how can we send it?

If we don't ..., we can send it in an email, either as body text or, more usually, as an attachment

What should appear at the top of a memo?

The title "Memorandum" or "Memo" should ...

What should we put below this on the left-hand side?

We should put "To", "From", "Date" and "Subject" lines below this on the left-hand side

At the start, do we use a greeting or just go straight into the first paragraph?

At the start, we just go straight into the first paragraph