



CLASS IX
ADDITIONAL ENGLISH COMPOSITION
SECTION B – WRITING SKILLS
CHAPTER 5 - MEMO

NOTES

MEMO

A memo (also known as Memorandum or reminder) is defined as a “brief written message or report from one person or department in a company or organization to another”. It is a written message that may be used in a business office. It is a short, to the point written communication. A memo can call people to action or broadcast a bit of timely news. It is used for internal communication regarding procedures, upcoming events or broadcast internal changes. Memos have a twofold purpose: 1) they bring attention to problems and 2) they solve problems. Goals are accomplished by bringing the information\decisions forward and persuade or propose to take timely action for overall benefit of the department\ organization.

CHARACTERISTIC OF GOOD MEMO

- 1) The first section mentions what action to take
- 2) Main message is very short and to the point
- 3) The last section reminds then what action to take.

FORMAT OF MEMO WRITING

- 1) Write Memo or Memorandum at the top
- 2) ‘TO’ line
- 3) ‘FROM’ line
- 4) ‘SUBJECT’ line
- 5) Actual Body of the message
