

Writing Memos: Putting It in Practice

BMA-BT: Standard One (Employability Skills)

Time Duration: 30-45 minutes

(The first 10 minutes of class will be a warm up activity. Lesson will take approximately 30-45 minutes)

Overview: These activities are intended to introduce students to proper formatting of memos.

Materials: Memo Guides Worksheet

- 1) Write a memo up to three paragraphs long for one of the following scenarios. Decide who the memo should be sent to and what the subject of the message is. Add your own information to the body of the memo.
- 2) Exchange your memo with a partner and use the checklist below to evaluate each other's work.

Memo-writing checklist (Grading Rubric:100 pts)

- (20) The memo is written in the proper format (e.g., To, From, Date, Subject, etc.)
- (20) The subject line clearly states the purpose of the memo
- (10) The first sentence of the memo states the purpose
- (20) The message of the memo is clear and it is not longer than three paragraphs
- (10) Attachments included with the memo are referred to in the body of the memo
- (20) There are no grammar, spelling or punctuation errors

Situation 1

You are the office manager and want to remind everyone to clean up after themselves in the lunchroom. There was recently an infestation of cockroaches. The building has since been fumigated but you still require the cooperation of staff to prevent a re-infestation. State the purpose of the memo, your reason(s) for sending it (i.e. the kind of behavior you have noticed) and what actions you want taken.

Situation 2

You are an administrative assistant. You want to tell 10 people about an upcoming computer training seminar. You are attaching a brochure about the seminar from the presenter, but you also need to inform them of the following:

- what the training is for
- who the presenter is, including a brief statement about his/her background
- where the training will be held, including the date and time
- whether or not parking is available
- whether or not lunch and/or any refreshments will be served

Situation 3

Write a memo about a topic the sale staff notifying them of schedule changes. Be sure to C.C. your boss: Mrs. Kelly-Murray. (You can feel free to compose message and ideas of your choice.) Be sure that you include, dates, times, and a reason why the schedule has change.