

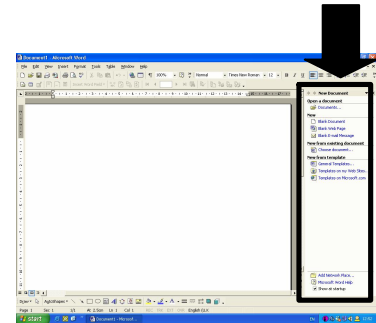
Writing a Memo

A memo (memorandum) is a short note to someone telling them or reminding them about something.

Memo's are used quite a lot, although some organisations will now use e-mail to do the same job.

Writing a Memo:

1. Open Word
2. Make sure the **Task Pane** is visible on the right of the page (click <View> and choose <Task Pane> if you need to)
3. Click **General Templates**
4. Choose the **Memos** tab
5. You can now choose between 3 types of memo (or use a wizard)



On the Memo you need to fill out:

To	Who the memo is going to (this can be more than one person)
From	Who the memo is from (obviously!)
Cc:	Carbon copy – sometimes you send someone else a copy of the memo to let them know that you sent it or to give them the information as well. These people won't need to know the information.
Date	The date the memo is being sent
Re:	Referring to – the subject of the memo. Try and make this clear

Then you write your notes to the person.

- Try and keep this section brief but to include all the information they need to know clearly.
- You could use bullet points to help do this perhaps. You're better off writing in short sentences and breaking the writing up into short paragraphs.
- This will make it easier to read the notes quickly.
- Some people put their name on the bottom of the memo as well.

There are a range of other useful options under General Templates.