Memo Assignment

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ANSC Fall 2015

Preview of Lecture

- Memos
    - Purpose, requirements, and common errors
- Preparing memos for submission
- Meeting with Sam or Mary
- Assistance

Memos: What is the Purpose?

- Memo to Dr. Delks, Dr. Mathew, Sam, and Mary about Book Harmon lecture. Writing the memo will:
  - Help you synthesize what you learn in lecture
  - Allow you to demonstrate personal engagement with the content of the lecture
  - Provide you with experience in a common workplace genre

Memos: Overview

Memos:

- Typically an **internal** document, written by one member of an organization to another within it.

- A memo is typically a **short** document, usually two pages or less, that can be recognized by its fairly standard conventions

- Often contain meeting agendas, policies, internal reports, and short proposals

- Can be used as a **transmittal** document that is placed on top of another document or a product or package to explain the purpose of that document/product/package as well as who should receive it

Memo vs Email

- Memos are sent when a message is considered too important for an e-mail

- Memos are more reliable than e-mails for information that should not be broadly released

- An email is like a note, but it has a longer shelf-life

Content Guidelines

- **A concise introduction that makes at least three moves:**
  - Identity a **subject** and a **purpose** in the first or second sentence
  - State the **main point** (usually, the action you want readers to take)
  - **Background information**
  - **Importance of the subject**

- The **body** that provides need-to-know information

- The **conclusion** that restates the main point
  - Thank the readers
  - Restate your main point
  - Look to the future and provide contact information

Design Guidelines

- **Header**

To: Xxxx Xxxx, Title
From: Xxxx Xxxx, Title (with signed initials)
Date:
Subject:

- **Example**

To: Johnny Lang, Marketing & Promotions
From: Albert King, Information Specialist
Date: September 19, 2000
Re: Concert Promotions Web Page

Design Guidelines

- **Message**
  - Do not include a "Dear" line or any kind of greeting
  - Block style
    - Single spaced
    - Space between paragraphs
  - Can include headings and graphics if necessary/appropriate
  - Do not include a closing or signature

Memo Topic

- Audience
  - A Future Supervisor

- Purpose
  - Discuss what you learned in the Book Harmon lecture, specifically aiming to convince your supervisor that they should bring this speaker in for a corporate event.

Internal Memo Language

- Consider Audience
  - Level of formality depends on level of familiarity with the intended audience
  - Maintain formality
    - Avoid slang words and clichés
  - Less important to introduce yourself

Common Memo Errors

- Memos should not look like and/or sound like letters.
  - They should not have address information.
  - They are not signed.
  - They do not use conversational language.
  - They *do* have headers to organize information.

Preparing Memos for Submission

- Review this PowerPoint presentation
- Ensure the memo meets assignment guidelines
- Add transition words to tie ideas together
- Proofread
- Read your memo aloud
- Have a peer read your memo
- Go to the Writing Lab
- Visit the Purdue OWL

E-mail Submissions

- The memos will be submitted via email to the WAC coordinators.

- Memo (due Tue, Oct. 27):
  - A-K send to Mary (mccall@purdue.edu)
  - L-Z send to Sam (dunn39@purdue.edu)

- Format reminder:
  - LAST NAME, FIRST NAME, ASSIGNMENT
  - e.g. Doe, Jane, Resume

For Assistance

- Meet with Sam (HEAV 443) or Mary (HEAV 307E)
- Visit the Writing Lab (HEAV 226)
  - Tutors are familiar with your assignments
- Visit the Purdue OWL
  - http://owl.english.purdue.edu/

Resources Referenced

- Johnson-Sheehan, Richard. *Technical Communication Today*. 4th ed. Boston: Pearson, 2012. Print.