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NAME: FAWAD REHMAN

ID: SOS3

COURSE: TRW

ASSIGNMENT: SESSIONAL

1. Memorandum (Memo Format):

A memorandum is normally used for communicating policies, procedures or related official business within an organization. It is often written from a one to all perspective (like mass communication), broadcasting a message to an audience, rather than one-on-one, interpersonal communication. It may also be used to update a team on activities for a given project, or to inform a specific group within a company of an event, action, or observance. A memo's purpose is often to inform, but it occasionally includes an element of persuasion or a call to action. All organizations have informal and formal communication networks. Memos do not normally include a call to action that

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requires personal spending, they often represents the business or organization's interests. they may also include statements that align business and employee interest and underscore common ground and benefit.

* Memo Format:

A memo has a header that clearly indicates who sent it and who the intended recipients are. Pay particular attention to the title of the individual(s) in this section. Date and subject lines are also present, followed by a message that contains a declaration, a discussion, and a summary. In a standard writing format, we might expect to see an introduction, a body, and a conclusion. All these are present in a memo, and each part has a clear purpose. the declaration in the opening uses a declarative sentence to announce the main topic. the

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discussion elaborates or lists major points associated with the topic, and the conclusion serves as a summary.

2. THE BASIC ELEMENTS OF THE MEMO FORMAT:

Memo format is easy to construct. At the top of the page, place: To, From, Subject, and date lines. That's all there is to it. What follows below those lines is a memo report. Usually such a report is brief - from one or two sentences to one or two pages. Theoretically such a report has no length limit; practically however, such reports are seldom longer than four or five pages.

Following are the basic elements of memo format.

1. Place To, From and Subject lines at the left-hand margin.
2. Place the date either to the right, without a head, or at the top of the list with a head (Date:).

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3. Follow each item with a colon and the appropriate information.
 4. Name the contents or main points in the subject line.
 5. Place names of people who receive copies below the name of the main recipient.
 6. Sign to the right of your typed name.
 7. Choose a method of capitalization and placement of colons.
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