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Subject : Technical Report

Writing

Assignment no.2 Memorandum

(MemoFormat)

The Basic Elements of Memo Format.

Memoranda

Introduction:

A memorandum (known as ‘memo’ in short form) is by definition, “ a written statement that you

prepare specially for a person or committee in order to give them information about a particular matter”. In an

organization it takes the form of “a short official note that you write to a person or to several people, especially

people who you work with.” It has been derived from the Latin word ‘memorare’ changed to ‘memorandus’

(notable), and means literally ‘to mention’ or ‘tell’.

To achieve its purpose a memo is written in easy-to-understand language. Its style is like that of reports:

objective, matter-of-fact, and lucid. No attempt is made to make an emotional appeal to the reader or to create

a psychological impact on him. Plain and direct statements of facts are all that is required.

A memo plays a very useful role in an organization. It ensures quick and smooth flow of information in

all directions. It also enables officers to maintain good business relationships. A memo will come to your aid

when you wish to avoid coming into personal contact with certain colleague.

Another useful function of a memo is to establish accountability. Since it is a record of facts and

decisions, you can return to it in future if there is a need to find out who went wrong and at what stage.

**The Memo Format:**

A memo format is a form of written communication, but it is not a letter. Its format, therefore, is also

different from that of a letter. Most companies have their own printed memoranda sheets with the main

company heading and also the heading of the department or section and often one or two colored sheets

attached which can be torn off as copies for filing.

The following essential items of information must be given in a memo:

(i) the designation of the

receiver, (ii) the designation of the sender, (iii) date, and (v) subject.

Follow these guidelines to set up a memo or memo report:

Place To, From, and Subject lines at the left-hand margin.

Place the date either to the right, without a head, or at the top of the list with a head (Date:).

Follow each item with a colon and the appropriate information.

Name the contents or main point in the subject line.

Place names of people who receive copies below the name of the main recipient.

Sign to the right of your typed name.

Choose a method of capitalization and placement of colons.

## THE BASIC ELEMENTS OF THE 'MEMO FORMAT:

Memos are an important, and frequent, job responsibility. Because memos communicate the information necessary to keep a company running smoothly, you must write them clearly and quickly. Do not be surprised if your supervisor says, "Send me a memo on that line slow-down by this afternoon." Memos test your ability to analyze a problem quickly and to write a concise, accurate solution. Your ability to handle them tells your reader a great deal about your potential as a problem solver and decision maker.

Whatever memo format you choose, you need to write clear, concise text to convey your information~ The following report has a short introduction, it briefly tells the results of a test, and recommends a course of action – all in three paragraphs