

NAME : FAWAD AHMAD

ID : 14231

DEPARTEMENT : BE(ELECTRICAL)

SUBJECT : TECHNICAL REPORT WRITING

SUMMITTED TO : MAM RIZWANA

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MEMORANDUM : A memorandum, more commonly known as a memo, is a short message or record used for interval communication in a business. Once the primary form of internal written communication, memorandums have declined in use since the introduction of email and other forms of electronic messaging; however, being able to write clear memos certainly can serve you well in writing internal business emails, as they often serve the same purpose.

FORMAT : Start with the basics: to whom the article is addressed, the data, and the subject line. Start the body of the memo with a clear purpose, state what you need the readers to do, if necessary. Remember that employees may just skim the memo upon receipt, so use short paragraphs, subheads, and where you can, use lists.

These are “points of entry” for the eye so the reader can refer back easily to the part of the memo that he or she needs.

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☺).
3. Follow each item with a colon and the appropriate information.
4. Name the contents or main point 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.