**Name : Syed Nasar Ayan Rizvi ID : 16261**

**Subject : Writing & Presentation Skills**

**Submitted To : Mam Rizwana Iqbal**

**Memorandum:**

Memorandum is characterized by the Cambridge English Dictionary as "a message or other data recorded as a hard copy sent by one individual or office to another in a similar business association." The word Memo is an abbreviated type of the word Memorandum, and has a similar importance. A memo is typically used to convey data in a formal or authority way, and is utilized when verbal correspondence won't get the job done. Also, a notice might be utilized to impart data that may should be much of the time alluded back to, (for example, an adjustment in methodology). Significant parts of a memo incorporate the assigned crowd, date, subject, message itself, and sender data. By and large, a notice would be sent to a gathering of individuals instead of a person. For instance, an administrator may compose a memo to his representatives to tell them that a clothing regulation arrangement change has been actualized. For the most part, a memorandum may peruse like a proper letter. Furthermore, a memo isn't generally sent from somebody in a lower rank to somebody in a higher position. It would be exceptionally far-fetched for a subordinate to send a memo to their manager.

**Elements Of Memorandum:**

Another way to say "Memorandum" a memo is a methods for composed correspondence among a shut gathering of members in an undertaking or some likeness thereof. Generally utilized in a business setting (yet in addition in scholarly or different settings) it has a **"To"** line, in which the names or titles, alongside addresses, of the expected individuals from the gathering are tended to; a **"From"** line, which distinguishes the sender of the correspondence (name or title); a **"Subject"** line, which names the task or thing for conversation; and a **"body,"** in which a discourse demonstration is played out (a solicitation, an update, an articulation of actuality or news, and so on , alongside data about a date of a gathering, or whatever hierarchical detail), trailed by a type of social shutting ("Thanks ahead of time”, "I'll be accessible to clarify," Don't neglect to… ," and so forth.). The primary capacity of a memo is to keep individuals from a creation group similarly educated regarding progress on a task.