



NAME :- NAVEED ALAM

ID NO. :- 14965

SUBJECT :- TECHNICAL REPORT
WRITING

INSTRUCTOR :- MADAM RIZWANA IQBAL

SUBMITTED BY :- NAVEED ALAM

SUBMITTED TO :- MADAM RIZWANA IQBAL

➤ **MEMORANDUM:**

A memorandum (abbrev: memo; from Latin memorandum est., "It must be remembered") is a written message that may be used in a business office. The plural form of the Latin noun memorandum so derived is properly memoranda, but if the word is deemed to have become a word of the English language, the plural memorandums, abbreviated to memos, may be used.

Reference:- [www. wikipedia.org](http://www.wikipedia.org)

➤ **BASIC ELEMENTS:-**

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.

➤ **PURPOSE:-**

The primary purpose of a memo “for decision” is to support decision making – and also to “help (or sometimes influence) a decision-maker to make a better decision in a particular problem situation than he might otherwise have made without the analysis”. Other purposes that the briefing note can serve include: conveying information; informing decisions, making a request, providing a response to a question, making a suggestion, presenting an informal report, proposing a solution to a problem, or documenting a reference for future use.

Reference:- www.wikipedia.org

➤ **STRUCTURE:-**

As the communication mechanism of the policy analysis process, the briefing note should provide a coherent synopsis of a policy problem, identify different policy options for addressing the problem, articulate opposing perspectives and advocate a recommended option. The typical structure for a briefing note includes a description of the proposed policy; relevant background information; a discussion of key considerations (including implementation concerns, financial considerations, stakeholder impacts, and possible unanticipated consequences), a summary of arguments for and against the policy and a recommended decision.

Policy documents that start with a proposal and assemble an argument for that position are more accurately referred to as a government

white paper. A government green paper which raises a policy option and is meant to open a dialogue on the proposal is more similar in tone to a briefing note than is a white paper.

Reference :- www.wikipedia.org

➤ **QUALITY CRITERIA:-**

There is no universal standard for a briefing note, but it is generally understood to be a concise, coherent summary of a public policy problem with a clearly articulated logic for following a recommended course of action.

”Next to a political nose, and a logical brain, the most important skill of the good treasury [person] resides in [their] fine drafting hand.

The concise, coherent and

penetrating note is the final expression of all other talents.” In many governance settings based on the Westminster system, policy analysts are expected to analyze the issue and write the briefing note from a neutral civil service

perspective. However, the briefing note “for decision” must contain a recommendation, acknowledging that “to say anything of importance in public policy requires value judgments, which must be explained and justified”.

Reference:- www.wikipedia.org

➤ **MEMO FORMAT:-**

DATE:-

TO:-

FROM:-

SUBJECT:-

[REASON]:-

DISCUSSION PARAGRAPH:-

CLOSING:-