

THE MEMORANDUM

A memo (short for *memorandum*) is probably the most common method used by members of the same organisation to communicate with each other. Used for a variety of internal communications, they could range from simply a brief note up to a small report comprising of two or three pages.

Nowadays many are sent by e-mail, particularly where the recipient may be located at a company office in another part of the world.

The layout is simple containing only headings that indicate '**To**' whom the memo is addressed, '**From**' whom it has come, the '**Date**' it was sent and a heading to indicate the subject of the memo. They are not usually signed. For the purposes of this examination make sure that you emphasise the title/heading in some way and that you use the correct format for the date.

Activity

Using appropriate software prepare your own memorandum format and key in the following memoranda. Use margins of 30mm, a serif font and a font size of 12 points. Correct any errors that you find in the content of the memoranda.

To: Dean Mathers (Chief Buyer)

From: Sophie Baxter (Purchasing Manager)

Date: [Enter today's date here]

In-House Data Sheets

As you now the data sheets for the properties we have for sale are designed and created by a graphics design company. Within the next 6 months we will be investing heavily in new computer hardware and software and I feel that now would be the thyme for each branch of the company to prepare and print their own full colour brochures.

Please obtain quotations for a range of colour laser printers on the understanding that we would be purchasing at least 10.

To: All Branch Managers

From: Arjun Patel (Human Resources Dept)

Date: [Enter today's date here]

Computer Training

In order to prepare for the forthcoming changes to the preparation and printing of the property brochures the following coarse is being offered. Each branch manager must nominate two members of staff to go on this training course.

The course will cover the use of a digital camera with a computer, creating a brochure template for use with all property sales, importing graphics and text into the brochure layout plus printing too a colour laser printer. Those attending the course will then be responsible for training the remaining employees within their own branch offices.

Details of the available dates can be obtained by contacting Alison Coates in this department on 0123 456 7890.