

## WRITING A MEMO

### Scenario

You are in charge of the Sales Department at Coedcae Products.

1. Write a memo to the members of your department asking them for their expense accounts for this month and explaining that expenses will now be paid at the end of the following month with their salary. State that you will be attaching a new-style form.

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### How to answer:

The task requires you to put THREE things in the memo. These are:

- a) ask for their current expense forms;
- b) explain that expenses will be paid at the end of the following month with wages;
- c) state that a new-style form is to be used and is attached.

### Sample answer:

To: All staff in Sales Department

From: G Martin (Head of Sales)

Date: Today's date

Re: Expenses claims

Please let me have your expenses claims for last month as soon as possible.

From now on, your expenses will be paid at the end of the following month along with your salary – so November expenses will be included on your December pay slip.

I have designed a new expenses claim form which we will use from next month onwards. I am attaching a copy to this memo.

If you have any questions on the new procedures, either memo them to me or make an appointment with my secretary to see me.

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2. Design an expenses claim form, with a suitable heading, that employees can complete with the following details:-

Name, employee number, department, date of claim plus the following expense headings: mileage, entertainment, hotel, meals.

**Marking scheme:**

**Memo:**

*Layout – 5 marks*

*Asking for Nov expenses – 3 marks*

*Explaining payment at end of month – 3 marks*

*Mentioning new style form attached – 3 marks*

**Capture form:**

*Overall impression – 5 marks*

*Each of the 8 categories mentioned – 8 marks (1 each)*

*Extras (showing initiative) – 3 marks*

**Total 30 marks**