

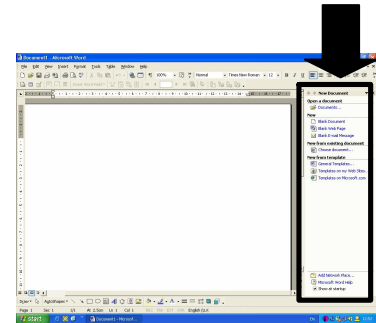
# Writing a Memo

A memo (memorandum) is a short note to someone telling them or reminding them about something.

Memo's are used quite a lot, although some organisations will now use e-mail to do the same job.

## **Writing a Memo:**

1. Open Word
2. Make sure the **Task Pane** is visible on the right of the page (click **<View>** and choose **<Task Pane>** if you need to)
3. Click **General Templates**
4. Choose the **Memos** tab
5. You can now choose between 3 types of memo (or use a wizard)



On the Memo you need to fill out:

To	Who the memo is going to (this can be more than one person)
From	Who the memo is from (obviously!)
Cc:	Carbon copy – sometimes you send someone else a copy of the memo to let them know that you sent it or to give them the information as well. These people won't <b>need</b> to know the information.
Date	The date the memo is being sent
Re:	Referring to – the subject of the memo. Try and make this clear

Then you write your notes to the person.

- Try and keep this section brief but to include all the information they need to know clearly.
- You could use bullet points to help do this perhaps. You're better off writing in short sentences and breaking the writing up into short paragraphs.
- This will make it easier to read the notes quickly.
- Some people put their name on the bottom of the memo as well.

There are a range of other useful options under General Templates.