MEMORANDUMS (OR MEMOS)

Memos are usually internal forms of communication. You, generally, use a memorandum (the entire name) to communicate with employees in a corporate or institutional setting

Memos usually are used for different purposes, although the main purpose is to permit the transfer of ideas and important information. Generally, you would include a short summary/abstract in a memo; otherwise, you would simply include a short passage about the subject matter.

Conciseness is important, because most memoranda are concise (that is, brief).

FORM
Below is the basic form of a short memorandum.

MEMO [BOLDED]
Date:
To:
From:
Subject:
_____[horizontal rule to separate address information from the body of the message]

Message
Message
Message

OTHER FORMS
There are other deviations of this form. For example, to switch lines is perfectly acceptable.

MEMO
To:
From:
Subject:
Date:

To omit lines and even to add lines such as CC: (Copy) which means who else the Memo goes to… and, BC: (Backup Copy) usually appearing as a note to send it to yourself.

You see the form very commonly used in Email and even Facsimile cover pages:

To: (or Attention) From: (or RE:)
Subject:

Some memoranda use fancy terms, but the content is generally the same.

Another factor to consider in form is the order of the content. If you work for a company or own a company, you generally write to this order:

a) Introductory Greeting (not necessary in some memos)
b) Main point of the letter or memo (matter to address or share)
c) Details
d) Action Step
e) Closing

You generally don't use a complimentary close (as in a letter). Also, you generally don't sign you name.

Other content forms:

a) This is what I need
b) This is why I need it.
c) This is when I need it.

SAMPLE

MEMO
To: Jennifer Rodriguez
From: Jacob Matthews
Date: June 14, 2007
Subject: Changes in Policy

_____

Good Morning. I would like to inform you of the recent changes made to our corporate attendance policy. You will need to observe these changes, which are effective immediately.

First, make sure that you arrive to work on-time. Arriving five minutes prior to your shift is preferable.

Second, make sure that you use a computer terminal to log-on. We have implemented a new computer-based attendance system for "clocking-in" and "clocking-out." Your supervisor will begin training immediately on using this new software.

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DIGITAL MEMOS: HOW DO EMAILS WORK
In many situations, emails have replaced memorandums. Of course, memorandums still exist and are used for a variety of internal communications. Yet, E-mail (or email), short

for electronic mail, is a method of exchanging digital messages over the internet. When you compose an email and hit send, your email client (like Gmail, Outlook, etc.) connects to your email server. The email server then routes your message through the internet to the recipient's email server. The recipient's email server receives the message and stores it until the recipient checks their email. When the recipient opens their email client and connects to their server, the email is downloaded to their device. Each email account is identified by a unique email address (e.g., username@example.com). The @ symbol separates the username from the domain name, which identifies the recipient's mail server.

BEST PRACTICES FOR EMAILS
Effective email communication is crucial in both personal and professional settings. Here are some best practices to keep in mind:
1. Clear and Concise Subject Line
Use a descriptive subject line that summarizes the content of your email. This helps recipients understand the purpose of your email at a glance.
2. Professional Tone and Language
Maintain a professional tone and use appropriate language. Consider your audience and tailor your message accordingly.
3. Organize Your Email
Structure your email with paragraphs and headings for clarity, especially if the email is longer or covers multiple topics.
4. Proofread Before Sending
Always proofread your email for grammar and spelling errors. A well-written email reflects positively on your professionalism.
5. Avoid Attachments Where Possible
If possible, avoid large attachments. Instead, use cloud storage links if the file is too big. Be cautious with file types to ensure compatibility with the recipient's software.
6. Reply Promptly
Respond to emails in a timely manner, especially in a professional context. Acknowledge receipt of important emails even if you cannot respond immediately.
7. Respect Privacy and Confidentiality
Do not forward or share sensitive information without permission. Use Bcc (blind carbon copy) when emailing multiple recipients who do not need to see each other's addresses.
8. Use Cc and Bcc Wisely
Use Cc (carbon copy) when recipients need to be aware of the email but are not the primary audience. Use Bcc for mass emails to protect recipients' privacy.
9. Avoid Email Overload
Be mindful of recipients' time; avoid unnecessary emails or "reply all" unless everyone truly needs the information.
10. Follow-Up if Necessary
If you don't receive a response within a reasonable time frame, politely follow up. Use email tracking tools if appropriate to ensure your message was received.

Remember: The way you communicate via email reflects your professionalism and respect for others' time and attention. Make sure to separate the contexts for

professional purposes and personal purposes, much like you would with other types of correspondence such as letters.