2.25
Memos

A memorandum or memo is a short message sent between people or departments within an organisation.

A memo will have a main heading with the word memo or memorandum, there will also be sub-headings of “from”, “to”, “date” and sometimes “ref.” . There will usually be a subject heading before the main body of the message. The sub-headings should be lined up so that the words which follow them are also lined up. (You must do this by using the *tab key*.)

Use double line spacing to separate the headings at the top of the memo. Use triple line spacing to separate the headings from the subject line.

Some of the memos may not have been checked for spacing and punctuation so please check them for errors.

Memo 1

MEMORANDUM

From: Alice White Ref: AW/yoi

To: Patricia Barnes Date: 24 April 1998

SUMMER HOLIDAYS

Please circulate a list in your section, asking for preferred dates for taking summer holidays. We shall do our best to accommodate the choices.

Since we are bringing in special relief staff to cover the period from 15 June to 30 September, please ensure that all holidays are taken between those dates.

Please could we have this information within 3 weeks from the date of this memo.

Memo 2

Using the same format, type an answer from Patricia Barnes to Alice White. Date it for the following day. The message is as follows:

SUMMER HOLIDAYS

I have circulated the holiday list and the requests are very heavy for July and August but very light for June and September.

How many people can be away at the same time?