

## Memo Format

A memorandum (or “memo” for short) is a form of communication that happens within a business. Memos are usually for communication *within* an organization, whereas communication with the external world usually happens in the format of a letter.

Memos are one page, single spaced. They **must** contain the following information:

- Your name
- Recipient’s name
- Date
- Regarding line
- The information you want to communicate

These items are given in a very specific format. See these web pages for information on formatting memos.

<http://oregonstate.edu/dept/eli/buswrite/memos.html>

and

[http://www.ic.arizona.edu/~profcomm/writing/samples/memo\\_samp.htm](http://www.ic.arizona.edu/~profcomm/writing/samples/memo_samp.htm)

See the D2L Links page for a sample memo.

For up to 10 points of Homework extra credit, you may submit your “Modest Proposal” essay in memo format. Grading will be based on your ability to craft a professional looking, properly formatted memorandum.

For the purposes of this extra credit, you may NOT use a memo template from your word processing program.