

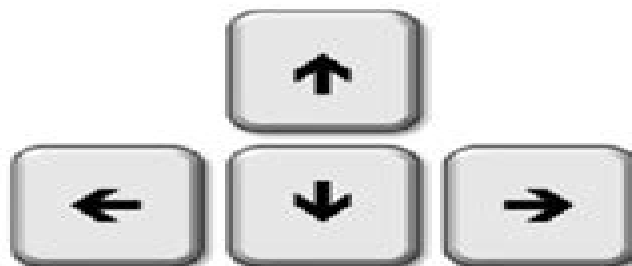
Chapter 11: Memorandum and E-mail

**Objectives:**

1. Understand the purpose of a memo and e-mail.
2. Describe the format of a memo and e-mail.
3. Write a memorandum.

Memorandum and E-mail

Memorandum and E-mail are inter-office correspondences or central internal documents used for general messages such as notices, announcements or circulars. For large companies, they usually have either standardized memorandum forms, which can also move within divisions and branches of a company or electronic mail (E-mail), with the use of computer networks. E-mail whose format is similar to a memorandum can be utilized using a computer unit with modem and software to send messages electronically over networks connected by telephone lines and satellites.

**Movement of Memo and E-mail**

Memo and E-mail can move horizontally and vertically in a company; hence, they are considered vital means of dissemination which is very sure to be received by everyone in a company. Aside from this, they can also be considered written records or documents of the company. It must be remembered that the key people in the organization, though are not mentioned in the memorandum, should be furnished with all important memoranda to keep them abreast of what is happening in the agency.

A memoranda and E-mail messages do not have salutation and complimentary closing.

Parts of a Memorandum

The tone of a simple memorandum is formal, however the language used can be as personal as in a letter. It consists of the following parts:

Letterhead – This contains among other things the name of the organization, its address and the specific division of the agency from which the memo emanates.

Heading – This consists of the TO, FROM, SUBJECT, and DATE lines. They are written in capital letters and end with a colon.

Mini Pat Chapter 11 Memorandum

Commonwealth Shipping Committee



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