

Appendix C

Writing a Memorandum or Report

As a professional in your field, you will be expected to communicate effectively with your colleagues, supervisors, and the public. E-mail is a standard method for communicating ideas, information, and results. However, written memorandums and reports are still quite commonly used in natural resource organizations. This Appendix focuses on two types of written communication (memorandums and reports), although we would hope that you will apply some of the same concepts described here to e-mail communications as well. This Appendix is designed to illustrate standard memorandum and report formats as well as the numerous pitfalls students may encounter when developing them. Upon reading this Appendix, you should be able to:

1. Understand the elements and characteristics of a well-written memorandum.
2. Understand the elements and characteristics of a well-written report.
3. Understand the difference between the two reporting options.

C.1. MEMORANDUMS

A memorandum is a relatively brief form of written communication typically used within office settings for communicating specific information. A basic memorandum contains five distinct structural elements:

- The date that the memorandum was created
- The name of the person who created the memorandum
- The name of the person to whom the memorandum is addressed
- The subject of the memorandum
- The content of the memorandum

It is not imperative, but at the top of the memo, the word *Memorandum* might also be placed. The most common errors related to the date of the memorandum include using the incorrect year, and using a date that is prior to the date that the memorandum actually was written. The name of the person writing the memorandum should be

obvious (you). The name of the person to whom the memorandum is being addressed ideally should be represented by the name of an actual person or group of persons, as opposed to "Instructor," "Lab TA," or some other set of words. If you find an entry for "cc:" ("courtesy copy", or the older term "carbon copy") in a memorandum template, then you would place here the name of a person to whom the memorandum was copied.

The subject line of a memorandum should adequately describe the content, and use descriptive terms such as "Sampling results from stand 35," rather than more vague terms such as "Lab 5." Some memorandum templates use "Re:" to represent the subject line ("Re" is an abbreviation for "Regarding"). **A memorandum typically refers only to one subject, so that the results or discussion that it contains can be filed in the most appropriate place.**

The content of a memorandum needs to present information in a logical manner, and in a manner that conveys results clearly, correctly, and concisely. Some important considerations for the content of a memorandum include the following:

- The objective of the work
- The approach that was used to collect and process information
- A summary

A number of items are probably not appropriate for a memorandum, such as a description of the standard equipment that might have been used (diameter tape, etc.), and other basic information that natural resource management professionals should take for granted, such as how many paces were needed to locate sample plots. **However, other appropriate topics for memoranda may include changes in organizational procedures, changes in strategy with a supporting justification, or recommendations for new capital purchases like buying a truck.** If figures or tables are referenced within a memorandum, then they must be attached to the memorandum. The converse holds as well: if figures or tables are attached to a memorandum, then they must have been referenced within the memorandum.

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Peipei Pang



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