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In this era of emails and electronic communication, learning to convey information quickly and professionally is a highly sought-after skill. In many business or academic settings, the best way to showcase this skill is by writing a memorandum—otherwise known as a memo.

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A memo is

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Please identify all the parts of the sample memo in the boxes provided above; refer to the “parts of a memo” section if you are unsure.

TO: Advertising Staff

FROM: John Johnathan, Advertising VP

1.

DATE: October 31, 20XX

SUBJECT: Halloween Costumes at Work

2.

It has come to my attention that many of our staff have expressed the desire to wear costumes during Halloween this year, as many have done throughout the past few years. After discussing it with both HR and our CEO, we have made the decision to ban the practice during this time.

3%, >+"?+6'

1. Heading 2. Introduction 3. Context 4. Call to Action 5. Closing Statements

@+*+"+%4+, ''

Purdue Writing Lab. "Parts of a Memo." *Purdue Online Writing Lab*, N.d., <https://tinyurl.com/y8oe8uep>. Accessed 30 Oct. 2019.

"Writing a Sample Memo." *A Research Guide for Students*, N.d.,