Memo Format

Memos are for interoffice communication. In other words, when information needs to be sent throughout the company, copies are made and distributed throughout the company. Today, memos are being largely replaced by e-mail, but it is still important to learn this format.

Create the following two memos in the proper format.

Memorandum

TO: Keyboarding Class Members

FROM: Your Name

DATE: Insert Today’s Date

SUBJECT: Standard Memo Format

I am learning to format memos. Memos (Memorandums) are written messages used to communicate informally with another person *within* the same organization.

In standard memo format, all lines begin at the left margin, including the heading. Double-space between all memo parts.

Memo 1:

June 1, 2006 | Bill Meredith | Mr. Chambers | Seminar  
  
A seminar is being held at the Bolten Hotel on June 15, 2006 at 1:00 P.M. on Selling Computerized High Technology. It is being conducted by ABC Corporation and should be extremely informative.  
  
We are strongly recommending that every member of the sales force attend this seminar and we will, of course, pay the entrance fees for all those attending.  
  
I would appreciate it if you would encourage everyone to go, and provide me with the names of those who will be attending no later than June 1st.

Memo 2:

All Staff | June 1, 2006 | New Product Line Party

COME CELEBRATE WITH US!  
  
We are previewing our NEW PRODUCT LINE on Thursday, June 17, 2006. We will be waiting  
for you at HAL’S STEAKHOUSE, at 1324 Culver Way in CENTURY CITY.  
  
The PARTY starts at 10:00 a. m. and continues until 10:00 p.m.  
  
We’ll WINE YOU AND DINE YOU.  
  
WE ARE LOOKING FORWARD TO SEEING YOU THERE.

Proofreading

Proofreader Marks

Key

|  |  |  |  |
| --- | --- | --- | --- |
| Capitalize |  | Insert Apostrophe  Or Comma |  |
| Close Up |  | New Paragraph |  |
| Delete |  | Align (Left, Right, Up, Down) |  |
| Transpose |  | Add Period |  |
| Insert |  | Check Spelling |  |
| Insert Space |  | Spell out |  |
| Set in Lowercase |  | Delete Space |  |
| No Change |  |  |  |

\

Proofreading Assignment 1

Directions: Retype the following letters, taking care to proofread. Make sure all spelling errors are corrected, as well as errors in format. Make sure the letter 1 is in Block format with mixed punctuation, and letter 2 is Modified Block with open punctuation.

7/7/06

Mrs. Emiline Colberry

67 Perkinshire Lane

Mobile, ALABAMA 36695

Dear Emiline—

Our company would lke to thank youe for your contribtion to our cause. As a nonprofit orgization, we striggle to find the funds nessecary to make a difference in the lives of chidlren. Your kindness has ben felt by us as a staff, as well as by the children in our chearge

With your contribution, we have been able to by scool supplies for a gdroup of children in zambia who greatly needed the help. They hve been unable to have very suficient schooling without sch supplies.

We have recieved many thank you letters from some of the studnts in this samll community. One of which asked us to thank the “kind lady who elped them learn” Though the do not know you, they are gratful. And so are we. You will be remmbered for your generosities.

Yours Truly:

Dr. Reuben Larraby

Child Welfare Society

Budget Solutions

June15, 2007

600 S. 130 E.

Logan, UT 84321

It has ben our policy in the past to supply ice to are customers when his ice machine has broen down; Because we hvae many custimers who are paying later and later, we, are forced to set down stronger company policies. Our new policy will go into effect August third, 2007, and is as follows:  
 1. If the custoer is more than 15 days lte in their monthly paymen and the machine is not wolring, we will not supply ice. We will repair the mahine, and the # of days in witch the machine has not ben in service will be credited to the customers account At the time of our srvice call we will expect payment in full of any unpad balance dew us  
 2. There will be a sur-charge on accounts falling more than 30 days behind.  
 While I am sorry that we must got to such extrimes as those outlined above, I am afrayd that their is no alternatives. Our company policy is, and always has been, to prvide the best service avialable to our customers. We can onlycontinue to do this with our customers coopertion.  
 If there are any questions regarding our new policy, please give me a call.

Yours Faithfully

Rebecca Mayne

Remarkable Ice

Proofreading Assignment 2

Directions: Retype the following letters, taking care to proofread. Make sure all spelling errors are corrected, as well as errors in format. Make sure the letter 1 is in Block format with open punctuation, and letter 2 is Modified Block with mixed punctuation.

8/14//06

Mr. Wynn Watrous

56 S. Main Street

Casper, WY 82601

Dear Mr. Wynn!

Thnk you for your intreest in Reyland Technologies. Here at Reyland, we intent are on making our custmoers feel sfe and secure< as well as comfortible with the prices and services weoffer It has been our goal to make ev’ry customer feel lke part of our team=

We were very muhc pleased to hear from you and bout the successses you have had our wih product. It is always a pleassure to know that wee are helping those in ned. You’re letter has been circulated throughout our district office, to let staff know are doing a good jorb, and to build the moralle in our company.

In thanks to your kind note, we would like to ofr you the coupons inclosed in this letter? You will find them generous and hopeufll helpful to you as you continue to use our products. please let us know if there is anyway we can be of more assistance to you.

Sincerely—

Jamie L. Patterson, Reyland Technologies

Tara Wilkinson

189 Boston Ave.

Albany, NY 12212

September 4, 2007

Tara:

Yourapplication with YourFlight Travel has been recieved and reveiwed. We are honored thatyou would like to work for our company, and thank you for yourinterest and thughts of us.

Wefound in our review that your qualifications wre outstanding.however, your experience in the field is considerbly less that what we are looking for. Weare unable at this time to ofer you a position at YourFlight Travel, but let assure us you that we will keep your records on file should an appropriate position open up.

Thank you for your interest in YourFlight Travel

Sincerely

Jonathan Flowers

Manager

Newsletters

You will create a newsletter in this activity. You may choose any subject to create your newsletter about—your family, your interests, friends, etc. You will probably want a few subtitles to go in your newsletter.

1. Open Word. In the Page Layout ribbon, click on Margins and choose Custom. Set the margins to .5 inches all the way around. (Do not change gutter.)
2. Type your title and press return. (you may also add a date, as in the example.)
3. In the Page Layout ribbon, choose columns. Pull down the menu and choose More Columns. Choose two columsn, and then on Apply To at the bottom, choose *This Point Forward*.
4. Click on the box that says “Line Between.” Press ok.
5. Begin your newsletter. Each subtitle (if you choose to have them) must be in a size 16 font of your choice. The rest of the document should be in size 12, Arial or Times New Roman.
6. You may have ONE picture inserted into your document, but it cannot take up too much space. Change the wrap on it to TIGHT.
7. Make sure both columns are completely full to the bottom.
8. Spell check your document, make sure there are NO errors.
9. It may look better to change the justification to FULL.
10. You may add a horizontal line by going to Format, Borders and shading, and clicking on the horizontal line button.



Reports

For this assignment you will be writing a report. Choose your subject with the following instructions:

* The report must be about a specific notable person in history
* Get your information from the internet
* Include at the end of your report all the websites you used (they will be checked to ensure you are not plagiarizing. In other words—don’t just copy and paste!)

Your report must be written in the proper format. Use the following instructions:

* Bound report—meaning that the left margin is 1.5 inches, and all other margins are 1 inch.
* Double spaced. Do this by pressing CTRL 2.
* Between two and four pages in length
* Pages must be numbered at the bottom in the center. (Insert, Header and Footer)
* A title at the top, 2’ from the top, in size 14 font, all caps.
* Body of the report in Times New Roman, 12 pt font.
* Organize your report. Once you have chosen who you are writing about, organize what you are going to say in three categories. Then, in your first paragraph, outline what you will be writing.
* Your last page should be a bibliography, stating where y ou got your information. Write at the top “Bibliography” and then your websites in the following format:

Author’s last name, first name. “Article or Web Page Title” Web Site Title, URL, Date of access.

