

# How to Write a Business Memorandum, A memo [1-2]

## References:

1. YDI340 Business English Ders Notları (2007)
2. Akar N. Z., Özkan Y., Tarhan Ş. (2005) "Language and Communication Skills After Graduation"

«... a Business Memo

### Important Points to Remember

- Use the following structure to begin a memo:

#### **MEMO**

**From:** (person or group sending the memo)

**To:** (person or group to whom the memo is addressed)

**RE:** (the subject of the memo, this should be in bold)

- The term "memorandum" can be used instead of "memo".
- A memo is generally not as formal as a written letter. However, it is certainly not as informal as a personal letter.
- The tone of a memo is generally friendly as it is a communication between colleagues.
- Keep the memo concise and to the point.
- If necessary, introduce the reason for the memo with a short paragraph.
- Use bullet points to explain the most important steps in a process.
- Use a short thank you to finish the memo. This need not be as formal as in a written letter.

...» [15, 1]

From: Management

To: Northwest Area Sales Staff

RE: New Monthly Reporting System

We'd like to quickly go over some of the changes in the new monthly sales reporting system that we discussed at Monday's special meeting. First of all, we'd once again like to stress that this new system will save you a lot of time when reporting future sales. We understand that you have concerns about the amount of time that will be initially required for inputting your client data. Despite this initial effort, we are confident that you will all soon enjoy the benefits of this new system.

Here is a look at the procedure you will need to follow to complete your area's client list:

1. Log on to the company web site at <http://www.picklesandmore.com>
2. Enter your user ID and password.  
These will be issued next week.
3. Once you have logged on, click on "New Client".
4. Enter the appropriate client information.
5. Repeat steps 3 and 4 until you have entered all of your clients.
6. Once this information has been entered, select "Place Order".
7. Choose the client from the drop down list "Clients".
8. Choose the products from the drop down list "Products".
9. Choose the shipping specifications from the drop down list "Shipping".
10. Click on the "Process Order" button.

As you can see, once you have entered the appropriate client information, processing orders will require NO paperwork on your part.

Thank you all for your help in putting this new system into place.

Best regards,

Management

... »[15, 1]

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**CHOCOLATE HEAVEN EMPORIUM**

**MEMORANDUM**

**TO:** All Staff  
**FROM:** Management T.C.  
**DATE:** November 9th, 20--  
**SUBJECT:** STAFF CHRISTMAS PARTY

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It's that time of year again. As you all know, Christmas is our busiest season of the year. Every year it is a struggle for management and supervisors to find the time and energy to organize staff Christmas party. This year, we have decided to postpone the Christmas party until after our busy season.

Party Details

- Date: Second or third Saturday in January (T.B.A)
- Theme: Beach
- Food: Caribbean
- Special events: Karaoke and belly dancing

We apologize that the celebration will have to wait until the new year, but we guarantee that will be worth the wait. Anyone interested in volunteering to help out with the event is encouraged to call Lucy, our events coordinator. Lucy's cell phone number is 222-3098. Please contact Lucy outside of business hours regarding this matter.

Thank you.

T.C.

...» [16,1]

## HOMWORK-3

From: Management

To: All Staff

RE: Wireless networks of our company

We'd like to quickly go over some of changes connecting to wireless network of our company. By new system, all staff can reach the Internet in computer easily. We think that the new system is better than the old system.

Here is a look at the procedure you will need to follow:

1. Log on to the company website at <https://www.wirelesscomp.com>
2. Enter your identity number.  
i.e. 12345678901@wireless.com
3. Enter your password.  
This will be sent next week.
4. Click on the 'Change Password' button.
5. Change password as you want.
6. Enter your identity number and new password again.
7. Connect to wireless network.

As you can see, once you have entered your identity number and password, you will connect to Internet consistently.

Best regards

Management

## ENG302 HOMEWORK

TO: All Staff ✓

FROM: Personnel Manager ✓

DATE: June 1st , 2015 ✓

SUBJECT: Hello to Summer Party

It's that time of year again. As you all know, every year during this period ,supervisors and management spend a great effort to organize this Hello to Summer party. This year, we have decided to postpone the Hello to Summer party after Hidirellez days. ✓

### Party Details

- Date : Second or Third Saturday in June. (T.B.A)
- Theme : Country Parties and Picnics
- Food : Barbecue, Summer Fruit, Cold Drinks, Ice Cream
- Special events : Dance, Raffle, Surprise Gifts ✓

We apologize that you will have to wait until the ending of the Hidirellez days but we guarantee that it will be the best party. Anyone interested in volunteering to help out about the special events is encouraged to call Miss **Pink White,** our events coordinator. Her cell phone number is 852-4268. Please contact with her outside of business hours about this topic.

Thank you. ✓

Personnel Manager

## ENG302 HOMEWORK

**TO:** Who will join to tour X

**FROM:** Tour company manager Y.T.

**DATE:** May 2nd, 2015

**SUBJECT:** BLACKSEA TOUR

After a tiring year who doesn't want to rest want to rest. As you all know Blacksea region is really a place worth seeing. Every year we do more than enough <sup>to</sup> realize this tour. This year, we couldn't reach an agreement with the hotel owners and in order to provide you with a better service. Therefore, we have decided to delay the Blacksea tour until the next season.

### Tour Details

- Date: 5-6-7-8 July
- Transportations: by bus
- Accommodations: four stars hotels accommodations
- Food: in the mornings open buffet breakfast, regional lunch at midday and dinner
- Travel insurance
- Archaeological sites, museums, National park X
- Special event: rafting

We apologize that the tour organization will have to wait until next July, but we guarantee that will be worth the wait. Anyone interested in volunteering to help out with the event is encouraged to call Deniz, our tour organization coordinator. Deniz's cell phone number is 32594148. Please contact Deniz outside of business hours regarding this matter.

Thank you. L

Y.T.

# Complete the sentence with the words in the list.

## Use each word only once.

**attention, purchases, regret, confirmation, remittance, proved, emphasis**

1. A **confirmation** of your booking will be sent to you via e-mail.
2. These days, there is now a greater **emphasis** on personal skills and qualities.
3. Since then he has **proved** to be a most reliable and effective member of the sales team.
4. I would like to know if it is possible to make **purchases** online.
5. Your article in the paper has come to our **attention**.
6. We **regret** having to inform you that we do not carry this article.
7. We look forward to your **remittance** and will then dispatch the goods to you.