

# Choosing communication channels: Get me Sushi— memo with footnotes

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## Introduction

“Sushi memo” is a document purportedly produced in July 2003 by a paralegal from a New York law firm, who was asked by a partner to find a better source for sushi. The paralegal responded to the request by interviewing co-workers, conducting online research, and examining Zagat reviews to generate the three-page memo complete with footnotes. The memo became an urban legend after an article about it was published in The New York Times.

The purpose of the assignment is to help students understand the functions of interoffice memos and choose the best communication channel at the workplace.

## The assignment:

Read the Sushi memo and answer the following questions:

1. Relying on your audience and purpose analysis, describe your thoughts on the memo content and format.
2. Explain why a lot of people think the memo is a joke.
3. Did the writer choose the best delivery channel for this message?
4. When would you use the memo to deliver the sushi option message?