

MEMO

MGMT 250 Professional Communication
Moore School of Business



To: Professional Communication Students
From: _____, Instructor
Date: MM/DD/20YY
Subject: OUT OF THE BOOK AND INTO THE BUSINESSWORLD

Four times you will read and summarize two textbook chapters and explain how to apply the information. **Type** your information **single-spaced** in **memo format** (like this message) with **no more than two pages**. For more explicit models see your main textbook (on page 144, note the cues in blue) or the Format a Memo file on Blackboard (How to. . . folder).

Here are the **four due dates and readings**. (As explained in the syllabus, these documents will be graded with a check (✓ = 100%) or check-minus (✓- = 50%).

1. Month **DD** – *Main Text*, Modules 0 and 0
2. Month **D** – *E-Book*, Chapters 0 and 0
3. Month **DD** – *Main Text*, Modules 0 and 0
4. Month **DD** – *Main Text*, Modules 0 and 0

You decide who could use the information you gather from reading. **Address your memo to her/him/them**. Examples follow. **Please do not address your memo to me**.

- Your current or recent boss/supervisor
- Family member who shares information about her/his workplace with you
- A Dunder Mifflin employee who especially needs the information
- Current instructor who seeks students' input and feedback
- Fraternity/sorority officer or committee chair with whom you work closely

Each memo should do the following:

- Say **where the information comes from** in your first paragraph (title and authors).
- Summarize** the readings concisely. **Identify each chapter's main message**, but omit small details.
- Next, **identify a passage in each chapter** that seems especially relevant to your reader(s). Emphasize it, using **your own words and examples**. (Do not directly quote more than 10 words.)

- Then, support the reading by **referring to an outside source**. The source can be a textbook or instructor for another course, a boss or co-worker, or a website. The Sites to See on Blackboard (from the main textbook) will help you with this part of the assignment.
- Explain how the reader can use the information** to solve a problem or increase the efficiency / effectiveness of her or his organization. **Give enough details that he or she will know exactly what to do** without needing to ask you even one question.
- Organize your memo to **save readers' time**. Both of us will appreciate your use of *talking heads*. You may summarize, emphasize, support, and explain for one reading then the other; or you may combine the readings for each step, beginning with a summary of both.

Please include **my name in a copy (cc :) notation**, following my example below. This memo includes reference initials of the typist. **Omit reference initials** when typing your own memo.

kbh

cc: S. Kaczmarek, Textbook Author