

How To Write a Good and Clear Memorandum

What is a memorandum – definition

It is good to understand the meaning of a memo before you proceed to encrypt one so that you can be, of what you are writing. A memorandum is a short notice usually written by the management to address a certain policy or give a certain announcement or changes in an organization. In official instances, a memo is usually written by the organization heads, but even students at different levels of education may be examined on the same.

So, whether you are a student or working-class, writing a memo is a very important skill that you cannot afford to miss. A memo can also be written in a business case where you are writing to confirm to your suppliers that you have received certain goods. This type of memo called a business memorandum.

How to write a good memo

It is good to know how to come up with the best memo so that whatever you are trying to pass across to your audience is clear. In most cases, a memo is usually used to address very critical matters and therefore it has to come out clear so that the content of the information being passed is not distorted. Below are some of the tips that you need to pay attention to while writing your memo:

- Make it as short as possible- the memo should not be lengthy because it will be tiresome to read. Most people would want to go through it with the shortest time possible but acquire all the information. You need to summarize as much as you can. The shorter your memo will be, the more the readers because most people are prone to be ignorant to lengthy notices.

- Use simple English- you should not use complex language while writing your memo because the readers may end up missing up important points and your memorandum will not have served its purpose. Avoid too much use of vocabularies in your work.
- Use a captivating heading- the heading of your memo should attract readers- you should be very selective in the words that you use for your heading because that is the first impression that your readers would come across. Others would just read the heading and leave, so it is your responsibility to make them curious to read the rest of the document. There are different ways that you can use to captivate the readers:

1. Use bolding on emphasize- you should use bold letters in the action that expect your readers to take so that it can attract their attention and they will have gotten the message.

The header

At the top of the page, you should indicate that it is a memo in capital letters. This helps to give identity to your document.

The recipient addresses

Immediately after the header, you should write the recipient address. Be official in writing the name of the recipient whether it is one person or a group of people. The address helps the readers to know whom the memo is being addressed to. You should also include other recipients if you wish your memo to address a different group of people. When you have more than one recipient, you can use the following format:

Memorandum

To:

Cc:

From:

Date

Subject

In this format, the cc will serve to address another recipient that you wish to address apart from your main.

The sender

After the recipient's address, you should indicate where the memo is coming from, write your name and your position if you have one so that the readers can be able to know you.

The date

After writing the senders name you should write the date in the right format so that the readers can be able to know when was the memo sent. The date is important because it distinguishes the old and new memos in the notice board.

The title

After the date, you should write the title of the memo. In the title, you should indicate what the memo is all about clearly. The title carries a heavy weight in your memo because it should tell the reader what the memo is all about in the shortest words.

On the formatting of the heading and the addresses you should:

- Ensure that the content is double spaced. This helps to improve the clarity of your document.
- Align all the content to the left side of your page- you should align the date and the addresses to the left side of the page.

- You should write the start of the address with capital letters. For example, when writing to your staff and you are the It director of a certain company you will proceed on as follows:

To: All staff

From: The IT Director.

Date: 9/07/2018.

Subject: Promotions in Different Departments.

The body

The second part of the memo format is the body. You should keep your memo as short as possible by avoiding more stories in the body paragraphs. Below are some of the tips on how to come up with the best body for your memo: