

Cell Phone Memo

New Skills

1. Write an effective memo with proper formatting.

Activity Overview

In activity 19, you created a memo by copying the text provided. In this activity, you will create another memo, only this time, you will write the memo from scratch. All of the details you will need to write the memo are provided in the instructions below.

Instructions

1. Before beginning any work on the computer, use a pen or pencil to compose a draft of a memo based on the scenario and guidelines presented below:

Assume that you have been asked to create a memo in response to a request from the student body indicating why you think cell phones should be allowed in school. The memo can be addressed to your school's principal or assistant principal.

The first paragraph of the memo should identify who you are (introduce yourself to the reader) and clearly state the purpose of the memo.

Paragraph two should identify reasons why you think students should be able to use cell phones on school grounds. This paragraph should also include solutions to possible problems that may arise from allowing the use of cell phones in school. Be as specific as possible.

The third paragraph (closing) should thank the reader for hearing your concerns. It should also provide the reader with information on how he or she can contact you (your homeroom number, phone number, and/or e-mail address).

The memo should be well-written using a positive tone, and should not exceed one page.

2. Open a NEW document in Word.
- ★ Unless otherwise stated, the font should be 12 point Times New Roman.
3. Set the page margins as follows: Top to 2", Left, Right, and Bottom to 1".
4. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
5. Set up the memo by following the format provided in Activity 19, Figure 19-1.
6. Address the memo to either your school's principal or assistant principal.
7. Use your full name as the sender.
8. Use the current date for the date.
9. Type "Cell Phone Use" as the subject.
10. Using the draft you wrote in Step 1, type the body of the memo.

NEW SKILL ►



Word It!

20

Cell Phone Memo

11. Carefully proofread the document for spelling, grammar, and accuracy.
12. Save the document as CELLPHONE.
13. Print the document if required by your instructor.
14. Using a blue or black pen, initial the printed copy next to your name to show that you have reviewed the memo.