

Good News Memo

New Skills

1. Create a memo using proper format.

Activity Overview

A memo is a business document that is used to correspond internally within an organization. If it goes outside the organization and needs to be mailed, then a properly formatted letter should be used. Memos are short and are written to get someone to do something or inform them about important information. They tend to be less formal than letters and reports and may be written in a more conversational voice. When printed, memos are initialed with black or blue ink by the sender next to the sender's typed name.

In this activity, you will create a memo about a teen community social center that is thanking employees for their good work.

Instructions

1. Open a NEW document in Word.
- ★ *Unless otherwise stated, the font should be 12 point Times New Roman.*
2. Set the page margins as follows: Top to 2", Left, Right, and Bottom to 1".
3. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
4. Starting on the first line of the document, type the title "MEMORANDUM." Center and bold the title.
- NEW SKILL ► 5. Type the remaining text in the memo exactly as shown in Figure 19-1. Blank lines are shown by the ¶ symbol. Use the TAB key to align the text separating the "TO," "FROM," "DATE," and "SUBJECT." Use your first and last name as the sender and the current date for the date.
6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Save the document as GOODNEWS.
8. Print the document if required by your instructor.
9. Using a blue or black pen, initial the printed copy next to your name to show that you have reviewed the memo.



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FIGURE 19-1

MEMORANDUM

¶
TO: TAB→ All Employees
¶
FROM: Your Full Name, CEO, The Network
¶
DATE: <Insert current date>
¶
SUBJECT: Good News
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Let me start off by thanking each and every one of you for your outstanding commitment to The Network. Because of your dedication to our company, profits this year have exceeded what we could have ever imagined. Your great work and outstanding customer service has made The Network the most popular place for teens to socialize in the Greater Boston area.

¶
My way of saying thank you will be reflected in your paychecks beginning this week with each employee receiving a 10% pay increase. Not only will you receive a pay increase, each employee will receive an extra week of paid vacation per year.

¶
I am confident that with your contagious enthusiasm and commitment, The Network will continue to increase its membership base. If I can be of any assistance to you, or if there's anything you would like to speak to me about, whether you have ideas to make the operation run smoother or to just simply chat, my door is always open. Feel free to stop by anytime.