**Interoffice Memo**

Memos (interoffice memorandums) are written messages used by employees within an organization to communicate with one another. A standard format (arrangement) for memos:

Memo margins

* Top margin (TM): 2"
* Side margins (SM): default or 1"
* Bottom margin (BM): about 1"

Memo heading

The memo heading includes:

* Who the memo is being sent to (TO:)
* Who the memo is from (FROM:)
* The date the memo is being sent (DATE:)
* What the memo is about (SUBJECT:)

Use ALL CAPS for all lines of the heading beginning at the left margin, and space as shown below.

* TO: Tab twice to key name.
* FROM: Tab once to key name.
* DATE: Tab twice to key date.
* SUBJECT: Tab once to key subject in ALL CAPS.

Memo body

The paragraphs of the memo all begin at the left margin and are SS with a DS between paragraphs. Reference initials. If someone other than the originator of the memo keys it, his/her initials are keyed in lowercase letters at the left margin, a DS below the body.

Attachment/Enclosure notations

If another document is attached to a memo, the word Attachment is keyed at the left margin a DS below the reference initials (or below the last line of the body if reference initials are not used). If a document accompanies the memo but is not attached to it, key the word Enclosure.

Email

Email (electronic mail) is used in most business organizations. Because of the ease of creating and the speed of sending, email messages have partially replaced the memo and the letter. Generally, delivery of an email message takes place within seconds, whether the receiver is in the same building or in a location anywhere in the world. An email message is illustrated on p. 58. The format used for the email heading may vary slightly, depending on the program used for creating email. The heading generally includes who the email is being sent to (To:), what the email is about

(Subject:), and who copies of the email are being sent to (Cc:). The name of the person sending the e-mail and the date the email is sent are automatically included by the software. If you don’t want the person receiving the e-mail to know that you are sending a copy of the email to another person, the Bcc: feature can be used.

Email body

The paragraphs of an email message all begin at the left margin and are SS with a DS between paragraphs.

Email attachments

Attachments can be included with your email by using the attachment feature of the software. Common types of attachments include word processing, database, and spreadsheet files.

**Instructions:**

1. Key the following memo with the proper spacing and indentations for each section.

|  |
| --- |
| Memo  To: (Student name), Administrative Assistant; From: (Teacher’s name), President; Date: (Today’s  date); Subject: Business trip to (City)  Please make arrangements for my upcoming business trip on March 24 until March 27. I have an early morning meeting with Mr. Jerry Jemison, President of Dunbar Corporation on March 25. The meeting is at 8:00 a.m. at the Dunbar Corporation headquarters in (city). I would like to fly, first class, in the evening before the meeting but I can’t leave the office until 11 a.m. I would prefer a nonstop flight, if possible, without a great deal of extra cost.  The meeting should last about 3 hours. After the meeting I would like to do something fun that involves seeing the different sights of the city. I will be dining with Adam Stanson and Jennifer Adams, Vice Presidents at 7:30 p.m. One of them will pick me up for dinner.  I would like to fly back to (city) on March 27, which means I will have a full day to enjoy the sights and sounds. Please prepare a trip itinerary for my review as soon as possible. Please also include a budget for the trip to show estimated costs. |

1. Using the Internet, the student will plan a business trip for his/her supervisor. After typing the above memo from the supervisor explaining the details of the business trip, your job is to coordinate the travel by planning the transportation, accommodations, and one activity.
2. Be sure to include actual flight numbers, times and prices, accommodation names, locations and prices, and types of activities and costs. Students should prepare an itinerary for their supervisor, which includes a budget showing the cost of each item of the trip.