**MEMO FORMATTING GUIDELINES**

Use **MEMORANDUM** heading -- **DON’T use Assignment name as a heading**. No letterhead address needed.

MEMORANDUM

***ALIGN*** *TEXT* ***LEFT*** *Use an easily readable font like Arial or Calibri, 10-12 pt.*

*LEAVE ABOUT (can be “played with”) A 2-INCH TOP MARGIN FROM VERY TOP OF “SHEET” BEFORE TYPING THE “DATE”*

***CAPITALIZE*** *"****DATE, TO, FROM, SUBJECT****" LEAVE 1 BLANK LINE BETWEEN EACH.*

BEGIN cue word content AT 1-INCH RULER MARK (Use Toolbar above)

DATE: Current month name, day (numeral), year *(Example: May 5, 2014)* ***NO*** *ordinals, like 1st 2nd, 3rd, 4th and no /*

TO: Name of Recipient (Include Name, Job Title)

*LEAVE 1 BLANK LINE BETWEEN EACH*

FROM: Your Full Name (include a job title – for class assignments –that can be Student) -- *yfn* *Write* your initials in lower or upper case at the end of this line, next to your name or--if used—your job title. Use a "Handwriting" font like Lucida Handwriting for electronic documents.

SUBJECT: IDENTIFY TOPIC IN ONE-LINE SUBJECT LINE CAPITALIZE ALL OR MAJOR WORDS IN SUBJECT LINE

*LEAVE 2 BLANK LINES BETWEEN MEMO SUBJECT LINE AND FIRST SENTENCE*

*LEAVE 2 BLANK LINES BETWEEN MEMO SUBJECT LINE AND FIRST SENTENCE*

This memo explains how to format and compose a memo, which is a document form, more formal than e-mail, used for communication within an organization. (Letters are used to communicate outside the organization.)

*LEAVE 1 BLANK LINE BETWEEN PARAGRAPHS*

* **NEVER** use a SALUTATION ("*Dear so-and-so*") in a **MEMO.** Letters use that. Don’t create the mutant “LEMO.” ;) You MAY, however, use the person's name *as part of* the first (Introductory) sentence.
* In a ROUTINE REPLY memo include an "*authorization*" (*As you requested, Karen)* in Intro. An *authorization* reminds the reader that he or she requested the memo. Your *introductory sentence* "announces" what you’ll cover in the memo. *(Example: " As you requested, Karen, here is my ISAM, which will describe …"* or *"As we discussed, Ms. Lamoreux, here is my memo, where I will describe …)*
* Use **left-aligned** Business Block style for paragraphs. **DON'T** indent at the beginning of a simple paragraph (unless it’s a bulleted or numbered list, of course!) **NEVER** use “*Justify*” settings.
* Use the *default* setting for left and right Margins (1" to 1.25").
* Use *TRUE single-space*\* formatting within paragraphs (see first paragraph and below paragraph).
* Leave one blank line between paragraphs (hit "enter" to create a “hard break” and click the ¶ button on your ribbon to see the paragraph breaks).

*LEAVE 1 BLANK-LINE BETWEEN PARAGRAPHS*

The closing paragraph should have a "*forward-looking close*” (something class-related that you are *looking forward* to besides your grade, the credit, or getting it over with!) ;) **DON'T** use a *COMPLIMENTARY CLOSE* (no "*Sincerely*") or a SIGNATURE BLOCK (letters, not memos, use those). Your *initials* by your name (above) are your "signature" in a memo!

*LEAVE 1 BLANK-LINE BETWEEN PARAGRAPHS*

I look forward to reading your memo! (Notice this "*forward-looking closing*!” ☺)

*Leave 1-3-lines-depending upon balance- under last paragraph.*

*Do NOT use a complimentary close or Signature block-those are for letters, not memos!*

***BELOW IS A "NOTATIONS AREA,“ – rarely used in our assignments, but you should be aware of them.***

YN:dpl Typist’s initials are used **ONLY** if the memo was written by one person (initials-in this case, YN) and then keyed/typed by another (in this case, dpl).

USUALLY *LEAVE 1 BLANK LINE BETWEEN NOTATIONS*

Attachments (2) Enclosures/Attachments notification. **Attachment** means **stapled** to the memo. **Enclosure** is loose, added to the envelope. It's unusual to put a memo in an envelope, but it happens. ONE enclosure does not require a number.

USUALLY *LEAVE 1 BLANK LINE BETWEEN NOTATIONS*

cc: S. Smith, Vice-President

J. Johan, Manager *ONLY if copies given to others BESIDES reader. May also spell out full name; include position title or omit.*