



Apply It!

With a partner, brainstorm situations at work that might require you to write a memo or e-mail. Choose one of these situations, think about the purpose and audience, and work together to write either a (paper) memo or an e-mail message.

Checklist

- Did we copy the message to all the appropriate people?
- Did we use a descriptive subject line?
- Did we cover only one subject?
- Did we use concise language?
- Did we use correct language, grammar, spelling, and punctuation?

Think About It: What would you add to the Checklist for writing memos and e-mail messages to make it more complete and more helpful?