**Step Three: The Email Memorandum (Memo for Short)**

**What is it?**

* A short letter written to a co-worker or supervisor
* THE MOST frequent form of work correspondence
* Intended to be read quickly
* Either requests or provides information

**Why is it useful?**

* Transmits necessary information quickly and efficiently
* Leaves an “electronic trail”
* Intended to be read by a large number of people

**Never……**

* Forget to proofread
* Include gossip, jokes (especially private jokes)

**Your Task:** Use an email to notify your staff about an upcoming event that is going to impact the running of your company (road construction, a convention arriving in town, a new tax, the Department of Public Heath visit etc.)

**Format:**

**Step One:** Header (Date, To, From—each gets own line)

**Step Two:**  Subject (be specific, indicate if it is urgent)

**Step Three:** First Paragraph (indicate what reader needs to do such as answer a question, act on information, make a decision, call a meeting, write a report, etc)

**Step Four:** Summarize the information, listing it from most to least important. Keep it brief.

**Step Five:** Correct spelling, grammar, punctuation.

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|  | Level 4 | Level 3 | Level 2 | Level 1 | Below Level |
| Organization   * Header * Purpose * Action * Summary | All items are in the correct spot and in the correct order | One item is out of place | 2 or more items are out of place | 3 items are out of place | All four items are in the incorrect order |
| Content | Information is clear and concise | Information is clear | Information is mostly present | Information is unclear or partly present | Information is unclear and wrong |
| Mechanics | flawless | one error | two errors | three errors | too many!!! |

Sample Email Memo:

|  |  |
| --- | --- |
| Header  One item per line  Purpose/reason for message  Action required  Summary of necessary information | Date: September 5, 2013  To: All of Myers’ ENG4CI students  From: Ms Bodkin, Principal, Waterloo-Oxford District Secondary School  Subject: Change in policy, students driving staff vehicles  Because of changes to the Board’s insurance policies, students will no longer be able to drive staff vehicles to buy their teachers coffee and snacks at Tim Horton’s. Staff and students need to arrange for their own transportation, effective October 1, 2013.  The reasons for the change include an increase in the insurance rates, time spent away from meaningful educational activities, and increased congestion at the drive through, thereby causing delays on Snyder’s Road.  If you have any questions, please contact me at Extension 581. |

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