



Writing a Business Memo

A. Format

Only one page long; covers only one topic
Begins with To, From, Date and Subject lines

B. Contents

- ① Subject Line
(Concisely written; Accurately summarizes contents)
- ② Opening
(Clearly states purpose or primary idea of memo)
- ③ Body
(Logically amplifies the primary idea; Written in friendly, conversational tone; Uses enumeration if appropriate; Enumerated items are parallel)
- ④ Closing
(Summarizes purpose or requests specific action)

C. Sentence Construction

- ① Concise Wording
(No wasted or redundant words, phrases or sentences)
- ② Active Voice
(Passive voice construction only when necessary)
- ③ Proper Punctuation
(No fragments, comma splices or run-on sentences)

TO: Business Writing Students
FROM: Bonnie Jeffers, Instructor
DATE: September 1, 2012
SUBJECT: Proper format for business memos

Your textbook includes important details regarding the opening, body, and closing paragraphs of a business memo. In addition, the following guidelines will help you to properly format the document.

- Set the margins to "frame" the memo on the page.
- Double space between the guide word lines (To, From, Date, Subject).
- Single space the body text, but double space between paragraphs.
- Align all text at the left margin. Do not indent paragraphs.
- Type the body in upper- and lower-case letters. Do not use all capital letters.
- Use enumeration if appropriate. Remember to keep the items grammatically parallel.

I expect your memos to follow these guidelines. I will also be looking for clear opening, body, and closing paragraphs. If you have questions, call my voice mail at 909/594-5611, ext. 3915.