

Memos and E-mail Messages

Memos and E-mail messages are increasingly important forms of internal communication for most companies today. Organizations are downsizing, flattening chains of command, forming work teams, and empowering rank-and-file employees. Given more power in making decisions, employees find that they need more information. They must collect, exchange, and evaluate information about the products and services they offer. Management also needs input from employees to respond rapidly to local and global market actions. This growing demand for information results in an increasing use of memos and especially E-mail. That's why anyone entering the business world today should know how to write good memos and E-mail messages.

Characteristics of Memos and E-mail Messages

Memos and E-mail messages have a number of characteristics in common:

They begin with *To*, *From*, *Date*, and *Subject*.

- They cover just one topic.
- They are informal.
- They are concise.

Memos and E-mail messages use efficient standard formats, such as you see in Figure 15.1. So that they can be acted on separately, memos and E-mail messages should discuss only one topic. Let's say you send your supervisor an E-mail message requesting a copier repair. You also tack on a comment about an article you want to appear in the company newsletter. The supervisor may act on one item and overlook the other. She or he might also want to forward your request for a copier repair directly to the operations manager, but has to edit or rekey the message because of the second topic. Thus, memos and E-mail messages are most helpful when they cover just one subject.

Because they replace conversation, these messages tend to be informal. They may include first-person pronouns, such as *I* and *me*, as well as occasional contractions, such as *can't* or *haven't*. The tone, however, should not become familiar or unbusinesslike. Moreover, memos and E-mail messages should not be wordy. Concise messages save time and often are more easily understood than longer documents.

Writing Plan

For most informational and procedural messages, follow a direct writing plan that reveals the most important information first. Here are specific tips for writing the subject line, first sentence, body, and closing of memos and E-mail messages.

Subject Line. In the subject line, summarize the message. Although brief, a subject line must make sense and should capture the reader's interest. Instead of *Meeting*, for example, try *Meeting to Discuss Hiring Two New Employees*. A subject line is like a newspaper headline. It should snag attention, create a clear picture, and present an accurate summary. It should not be a complete sentence and should rarely occupy more than one line.

First Sentence. Although an explanation occasionally may precede the main idea, the first sentence usually tells the primary idea of the message. For example, an appropriate first sentence in a memo announcing a new vacation procedure follows:

Here are new guidelines for employees taking two- or three-work vacations between June and September.

The opening of a memo may issue a polite command (*Please answer the following questions about . . .*), make a request (*Please begin research on a summer internship program*), or ask a question (*Can your department complete the printing of a . . .*). Try not to begin with a lengthy explanation. And don't begin by asking the reader to refer to a previous memo. Attach a copy if necessary. E-mail users today often include the previous message when replying, but this practice is inefficient. A smarter practice involves "clipping" and "pasting" relevant portions of the previous message into the current one.

Writing Effective Letters Memos And E Mails A Business Success Guide

Paul MacRae



Writing Effective Letters Memos And E Mails A Business Success Guide:

Writing Effective Letters, Memos, and E-mail Arthur H. Bell, 2004-09-01 Titles in Barron's Business Success series are quick reads for busy people. They advise career-minded men and women on how to succeed at all levels of management, marketing, and other business undertakings with emphasis on survival in the corporate environment. This book helps make business writing easy with tips on matching business language to the proper format: memos, reports, proposals, letters, and more. This new edition also gives attention to e-mail, which in recent years has become a dominant medium for business communication. An appendix presents a quick reference grammar guide, and cartoon-style line art captures the author's light approach.

Business Communication for Managers Payal Mehra, 2011 Business Communication for Managers is a student-friendly, practical, and example-driven book that gives students a thorough knowledge of business communication, covering all the major communication topics included in MBA syllabi across the country. The book teaches students how to communicate effectively and efficiently with the help of chapters on communication theories, numerous exhibits, anecdotes, extensive role plays, hundreds of end-of-chapter questions, etc. The lucid language and the easy-to-follow structure of the book make this an invaluable resource for the MBA student.

Business and Professional Writing: A Basic Guide for Americans Paul MacRae, 2016-05-30 Straightforward, practical, and focused on realistic examples, *Business and Professional Writing: A Basic Guide for Americans* is an introduction to the fundamentals of professional writing. The book emphasizes clarity, conciseness, and plain language. Guidelines and templates for business correspondence, formal and informal reports, brochures, and press releases, and oral presentations are included. Exercises guide readers through the process of creating and revising each genre, and helpful tips, reminders, and suggested resources beyond the book are provided throughout.

The Complete Idiot's Guide to Business Success In Your 20s & 30s Robert Sofia, 2009-11-03 Calling all go-getters: Even in this economy, an outstanding business career for 20- and 30-somethings is possible, and this book can help get them on the fast track to success. It includes finding motivation, setting goals, networking, how to work with and rise through management, and overcoming specific obstacles. Addresses an age-specific set of obstacles and issues. Author has experience with early business success. Even more necessary during the recent economic downturn.

Business and Professional Writing: A Basic Guide, Third Edition Paul MacRae, Joel Hawkes, Laura Fanning, 2025-09-04 Write with Clarity. Communicate with Confidence. *Business and Professional Writing* is a book that practices what it preaches. The authors deliver direct, engaging guidance on workplace communication with a friendly, no-nonsense approach and realistic examples and practical strategies ensure clarity, concision, courtesy, correctness, and positivity at every turn. The text offers guidelines and templates for business correspondence, reports, promotional materials, job searching, and oral presentations, and covers style, editing, document design, information security, and ethics. Exercises guide students through the process of creating and revising each genre, and helpful tips, reminders, and suggested resources appear throughout.

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and Applications (for Chaudhary Charan Singh University) P. D. Chaturvedi,2013 **Business and Professional Writing:**

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Business Communication, 3/e P. D. Chaturvedi, 2013 Business Communication Concepts Skills Cases and Applications builds on the strengths of the previous edition and has been updated to reflect the latest research and technological developments in business communication Divided into three parts this revised edition focuses on the development of communication skills in business and the structured applications of business communication Topics such as reading and writing skills have been augmented and contemporary channels of business communication such as social media have been examined in detail

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web letter or writing usually under seal conferring some privilege honor or power a document bearing record of a degree conferred by a literary society or educational institution İngilizce document certifying the successful completion of a course of study İngilizce an academic qualification received after completing a diploma program 2

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web higher certificate in project management nqf5 operation management school of information technology data science software or web developer programmer server network pc technician big data database ai machine learning

nebosh national diploma in environmental management bsi - Apr 30 2022

web the nebosh environmental diploma teaches how to develop and implement effective environmental management systems it focuses on the main elements of uk and ec legislation for environmental protection and general principles of the management of environmental and pollution control

saqa - Jul 02 2022

web national diploma management moderation options any provider offering learning that will enable the achievement of this qualification must be accredited as a provider by the relevant etqa or an etqa that has a memorandum of understanding in place with the relevant etqa

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web mar 16 2020 diploma tercümesi genellikle yÖk yüksek Öğretim kurumu tarafından denklik işlemleri için talep edilen bir belgedir diploma Çevirisi yapacağınız herhangi bir başvuru için yÖk harici kurumlar tarafından da yeminli yada noter onaylı diploma Çevirisi olarak talep edilebilmektedir bununla birlikte tip üniversitelerinden mezun olan

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web a score of 18 is required for the national diploma extended curriculum assessment procedures applicants with a inal aps of 22 and more will be admitted to the programme applicants with a score of 20 to 21 will be admitted to

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web feb 15 2023 this diploma in public administration and management a national diploma allows public servants to build on their existing knowledge and explore a variety of specialisations vital to middle managers in the public sector these specialisations are divided into eight courses within the qualification

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web 1 registration the first thing you need to do is to register with the professional body that s cima acca cfa or icb with nated you can skip this step 2 exemptions if you have an existing qualification you ll want to apply for exemptions with cima

or acca the other institutes don't allow for exemptions 3 expert support

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web yurt dışından alınan diplomaların noter onaylı diploma tercümesi ile yÖk'e yüksek Öğretim kurumu diploma denklik işlemleri için başvuru yapılır yurt dışında öğrenim görenlerin türkiye'de üniversite mezunu kabul edebilmesi için diploma denklik belgesine ihtiyaçları vardır

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web second level business management ia business management ib fundamentals of communication communication contexts and applications management iia management iib administrative management iia administrative management iib

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web home courses management higher national diploma in management hndm courses hits 43846 rating higher national diploma in management hndm at the completion of the program the student will be expected to have gained knowledge of a broad range of relevant business related academic disciplines

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web the national diploma in management nqf level 6 allows the learner to work towards a nationally recognised whole qualification the qualification will allow both those in formal education and those already employed in organisations access due to its flexibility

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web with a score of 20 to 21 will be admitted to the national diploma extended curriculum applicants with a score of 18 to 19 will be required to do the tut potential assessment for applicants with a national certificate vocational admission requirement s a national certificate vocational with at least 50 for english home

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web feb 14 2023 a national n diploma is not equivalent to a national diploma to enter a national n diploma programme you need a matric certificate or a completed nated level 3 qualification the national n diploma qualifications are focused on specific trades like engineering hair care financial management motor mechanic and so on

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