

MEMO WRITING

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MEMORANDUM: (MEMO)

- It is a brief written message usually half to two-third of a page but can be more.
- It normally conveys a specific information or communication on a subject-matter for an internal use or a directive by officials within the organization.

MEMORANDUM: (MEMO)..

- ❑ Memos are normally formal administrative writings and can be used to serve many other communication purposes from bottom-up to top-down official hierarchical levels.
- ❑ As a formal write-up, it also serves as an instrument for passing such official information or instructions usually from the middle level management.
- ❑ Like a letter, memos are also written with a view to receiving a reply or feedback and should hence be properly understood by both the writer and recipient.

TYPES OF MEMORANDUM:

- SIMPLE MEMORANDUM (office memos)
- CABINET MEMORANDUM
- PARLIAMENTARY MEMO
- CABINET INFORMATION PAPER

OBJECTIVES OF MEMOS:

- It helps to provide a written record of office and organizational activities.
- It provides aid-to memory-helps in recollecting past events or serving as a reminder etc.
- It may be used to convey directives, instructions, and special information.

OBJECTIVES OF MEMORANDUM (cont.)

- It is also used to provide feed-back information.
- It is useful in making proposals for the future on certain key/or important issues for the organization.

FORMAT OF MEMORANDUM

- It should normally be on printed memo forms or type-written on acceptable sheets.
- It should identify the sender, receiver, subject, date etc as indicated below:

FORMAT OF MEMO

- **FROM:**
- **TO :**
- **DATE:**
- **SUBJECT:**
- **MAIN CONTENT:**
- **SGD: INITIAL NAME/DESIGNATION**

FORMAT OF MEMORANDUM...

- Memos take the form of administrative minutes with paragraphs but has no formal closing but should be authenticated by signing.
- A memo can be copied or distributed to others apart from the recipient but must be indicated as having been seen by those copied to by their signature or initials.
- A memo as an administrative writing and official communication process must be properly filed or documented for action and future reference or retrieval.

THANK YOU

