Assignment Type: Memorandum

What is it
A Memorandum, or memo, is a one or two page document that is used in both business and government, to communicate internal messages. Often, but not always, the purpose of the memo is to convince the reader to do something, like joining the wellness program. Memos are also used as directives, like informing the audience of required rules. In addition, memos are used to provide a short report, like the monthly sales reports and the effects, etc.

Why use it
A Memo is a more demanding assignment than it first appears to be, and would be relevant to many courses. Besides being a good exercise in synthesizing material, a Memo is an excellent way for students to practice being concise and direct. Memos help students shorten their responses to only the important information. Research has shown that students respond favorably to assignments that they can transfer to their future. A memo is something that most students will use in their careers.

How to use it
A Memo makes an excellent assignment that replaces an essay. Use a memo for assignments where you would normally ask the student to explain a concept or a topic in a paper. Provide instructions on how to create a memo, available on the teaching website. Consider using peer review for memos.

Resources
On the teaching website, you will find a template that you can offer your students. You will also find an example memo that provides directions on creating memos. A rubric is provided as well.

- Writing Brief Memos – John Hopkins
- Colorado State Writing studio on Writing Memos
- Wiki How on Writing Memos