

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.

Considerations

Among their many uses, memos confirm conversations, share ideas, instruct employees, and communicate policies. Because memos either request or share important information, they need to be carefully and concisely written so that the message is clear and accurate. A poorly written memo could confuse readers, offend employees, and create a loss of time.

Instruction and Assessment

A memo consists of 4 basic parts, plus attachments, if applicable.

- **Heading:** The subject should tell the reader what the memo is about.
- **Opening Statement:** The opening statement makes the purpose clear.

- Body: The body continues supporting the opening statement and adds facts.
- Summary: The summary or closing is a brief statement as to what you want your reader to do. Include a summary paragraph if your memo is 2 or more pages. A short closing is sufficient if your summary is one page.
- Attachments, if applicable

Level of Bloom's Taxonomy: Sample Learning Objectives

Memo assignments can be constructed to assess accomplishment of learning outcomes at any level of the cognitive domain on Bloom's Taxonomy. Here are a few examples of objectives from different levels of Bloom's that can be assessed with a memo:

- Summarize the important points of the meeting transcript.
- Organize information according to priority.
- Explain your thoughts on updates on the vacation policy.

Resources

- [How to Write a Business Memo](#)
- [Wiki How on Writing Memos](#)