Objective 37 Writing a Work Memo Practice Scenarios

1. You have to finish your work by tomorrow and you have question about your work. Write a memo to your manager, Ms. Lange.
2. You have to finish your work by 5:00, and the customer did not call back. Write a memo to your manager, Mr. Kronin.
3. The office does not have any computer paper. Write a memo to your manager, Ms. Cummings.
4. The meeting time has changed from 2:00 to 4:00. Write a memo to your co-workers.
5. The customer, Ms. Lane, called and wants your manager, Ms. Plant, to call her back. Write a memo to Ms. Plant.

Practice Writing a Work Memo

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| To: |  |
| From: |  |
| Date: |  |
| Re: |  |
|  | |

MEMO

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