Objective 37 Writing a Work Memo Practice Scenarios

1. You have to finish your work by this Friday. You are not clear if it is due by Friday morning or afternoon. Leave a memo for your manager, Ms. Lange.
2. You have to finish your work by 5:00, and the customer has not called back. Leave a memo for your manager, Mr. Kronin.
3. The office does not have any computer paper again. This is the second time this month. Leave a memo for your manager, Ms. Cummings.
4. The meeting time has changed from 2:00 to 4:30. You want to be sure no one goes home early. Leave a memo for your co-workers.
5. The customer, Ms. Lane, called and she is upset. She would like your manager, Ms. Plant, to call her back.

Practice Writing a Work Memo

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

MEMO

 \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_