ELA 8 Unit 1- Business Writing
Activity 5 - Memo Writing Assignment

Memo Writing Assignment

Introduction



In this assignment, you will need to plan and create a professionally structured memo based on information outlined in a scenario. You will need to choose one of these scenarios for your assignment

The scenarios are about justifying an action. In each of these scenarios you will take on a position within different companies. Your role in each includes some level of authority but not ultimate authority.

Choose one of the following to write a memos to write:

Scenario #1
You are the project manager of ABC Construction Company.
The current policy in your company states that potential employees must agree to pre-employment drug screening as part of the hiring process. After that, there are no tests required unless you or one of your job supervisors has reason to suspect that an employee is working under the influence of drugs and that the safety of the employee and others working with the employee is at risk .

Lately, a number of the sub-trade clients your company contracts with have strongly suggested that you should have random drug screening for all workers. They argue that the on-the-job risk to life and property is sufficient to justify this periodic testing and without warning. The majority of your job site supervisors agree.

You have consulted with your immediate manager, who likes the idea. You have also discussed this thoroughly with the company attorney, who assures you that random testing can be legal, but the criteria under which this random testing can occur is not clear-cut. Furthermore, the attorney indicates that laws apply differently to drugs and alcohol screening.

Although justification for the new policy would be based on elements of personal safety, enforcement of the policy could be problematic. After considerable thought, you decide not to implement the new policy but instead retain the current policy.

Write a memo to your job site supervisors advising them that the new policy will not be implemented, along with the justification for your decision.

Scenario #2 -
As the branch manager of Acme Inc., you have just learned from the accounting department that last year's profits were higher than previously expected. Apparently, several large contracts had not been counted in the first reporting of profits.

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You and your local managers had already announced raises before you learned of this good news. Now you want to write a memo to all branch employees stating they will get a $1,000 across-the-board bonus by year end, in addition to the individual raises already announced for next year.

You decide to also include details of what led to these bonuses and that although the company expects similar financial results in the coming year, the economy is simply too fragile to guarantee bonuses for the next year.

Consider the following as you write your memo:

Memo Format
Be sure your memo contains a header that clearly indicates:

- The sender
- The intended recipients
- The date and
- A subject line

Include an introduction, a body, and a conclusion.

- The declaration in the opening uses a declarative sentence to announce the main topic.
- The discussion elaborates or lists major points associated with the topic.
- The conclusion serves as a summary.

Additionally, consider these:

- **Audience Orientation**
  - Consider the audience and their needs when preparing a memo. An acronym or abbreviation that is known to management may not be known by all the employees of the organization, and if the memo is to be posted and distributed within the organization, the goal is clear and concise communication at all levels with no ambiguity.
- **Professional, Formal Tone**
  - Memos are often announcements, and the person sending the memo speaks for a part or all of the organization. While it may contain a request for feedback, the announcement itself is linear, from the organization to the employees. The memo may have legal standing as it often reflects policies or procedures, and may reference an existing or new policy in the employee manual, for example.
- **Subject Emphasis**
  - The subject is normally declared in the subject line and should be clear and concise. If the memo is announcing the observance of a holiday, for example, the specific holiday should be named in the subject line—for example, use “Thanksgiving weekend schedule” rather than “holiday observance.”
- **Direct Format**
  - Some written business communication allows for a choice between direct and indirect formats, but memorandums are always direct. The purpose is clearly announced.
- **Objectivity**
  - Memos are a place for just the facts, and should have an objective tone without personal bias, preference, or interest on display. Avoid subjectivity.

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