

LESSON: 7
WEEK: 7
TOPIC: MEMO (cont'd)
AIM: To Prepare Students To Write Short And Long Business Memos.

Learning outcomes:

- Exercise students to draft a memo as instructed
- To prepare feedback forms

NOTES

1. List of short forms used by the boss in hand notes
2. Tear-off slip

1. Short forms

In most companies the superior usually gives a short hand-written note which is then translated into a proper memo. Some of the short notes used are:

ASAP	As Soon As Possible
rm	room
tmw	tomorrow
mtg	meeting
b	be
thr	there
c	see
↓	down
↑	up
v	right
III	similar
2day	today
∴	therefore

2. Tear-off slip

This is used when we expect a reply from the receiver.

The format is as follows:

-----Tear Here-----

NAME _____

TELEPHONE _____

I AGREE

I DISAGREE

SIGNATURE

Assignment questions

1. The company has organised a trip to Pulau Tioman in November (most probably the third week). All other arrangements are pending due to the fact that we are unable to decide on the exact number of staff taking part in this trip. Please fill up the tear-off slip and drop it in the suggestion box before 22 of this month. Draft a memo to this effect for circulation to all departments.

Reference

Communication for Business by Shirley Taylor, III edition, page number 172.