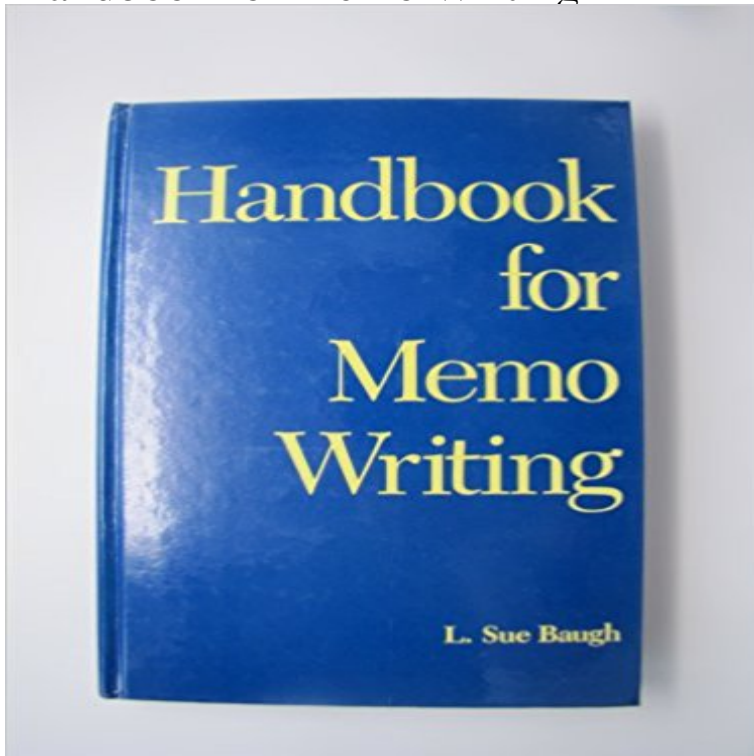


Handbook for Memo Writing



Whether you want to know more about a specific writing problem or about the memo writing process in general, the Handbook for Memo Writing is designed to help you find quick, concise answers. Each chapter deals with specific questions about creating effective memos. The topics covered include: The need for a memo, The most common mistakes memo writers make and how you can avoid them, What your memo should cover and how its message should be organized, How to turn a rough draft into an effective memo that gets your readers attention, How to make sure your memo is concise and error free, Guidelines for handling memos in the electronic office. Both beginning and experienced writers will find the following features especially helpful: Writing strategies, Memo models, Grammar and style review, Frequently confused and commonly misspelled words. Memo writing skills can be a great asset to you in your career. The Handbook for Memo Writing will help you learn how to write concise, effective messages, that communicate rather than merely inform.

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