

---

## Writing Memos in the Workplace

It is likely that sometime in your career you will need to write a memo. Memos are often one to two page documents or emails that convey important professional information.

### A Few Tips for Writing:

Try to stick to a single topic in your memo. Since memos are usually meant to communicate information quickly, your readers might overlook more than one part of the memo.

Include guide word headings at the top of the document.

Be sure to write the date, the subject, and the person or collective the memo is to and from:

DATE: January 27, 2015  
TO: TEMOC  
FROM: The Writing Center  
SUBJECT: Basketball game later-Go comets!

The language used in memos should always be professional but doesn't always need to be as strict as academic writing. For instance, contractions like *we're*, *I'm*, and *it's* could be appropriate in a memo but wouldn't be in a research essay.

Using bullet points and bolding the typeface can put emphasis on a certain section of the memo. However, you should use these sparingly since too many bold words stand out less than just a few. You don't need to include a salutation or signature. The reader can find that information in the TO and FROM headings mentioned above.

After you finished writing your memo, read through it again. Look for any places where your idea isn't clear or you think you could be more specific. You should also keep the extra information to a minimum, so if you're talking about a meeting happening in a half hour, don't talk about something funny that happened this morning in the parking lot.

Before you send your memo, be sure you're ready for the feedback. If you send a memo asking department heads to send you statistics, be ready to receive that information or any questions your memo-receivers might have.

### Contact

Want to learn more about Memos? Come work with a tutor at the Writing Center! Drop by or use the information below to contact us and set up an appointment.

(972) 883-6736 WritingCenter@UTDallas.edu  
[www.UTDallas.edu/StudentSuccess/Writing](http://www.UTDallas.edu/StudentSuccess/Writing)