

## Writing Memos

### ASSESSMENT

Total Marks: 30

Answer the following questions:

**Q:1:** Short Questions: (20)

- I. What is a memo?
- II. What are the three parts of a memo?
- III. Outline the key rules for writing memos.
- IV. How will you ensure that your writing is clear, concise, complete and correct?

**Q: 2:** (10)

Create a memo announcing the Acme Company's annual Funfest; a summer picnic for employees and their families.

Here is some basic information:

- Will be held July 21 at 10 am
- New location this year: Memorial Park
- Food and drinks provided
- Games for children and prizes for everyone