

Interoffice Memo

THE HUB

WRD
6

OVERVIEW

When businesses need to communicate within their organization, a memo is one way to correspond. An interoffice memorandum is a professional way to correspond with individuals, small groups, or an entire company. Much like an email, a memo contains a place for whom it is going to, whom it is from, the date it is written, and the subject. Memos can be printed, distributed, or inserted into the body of an email, or the electronic memo file can be attached.

STRATEGIES

1. Use The Hub letterhead to keep a consistent look to all correspondence.
2. Align the recipient's name, sender's name, date, and subject using the tab key.
3. Single-space the body of the memo and double-space between paragraphs.
4. Read through all instructions prior to completing the project.

INSTRUCTIONS

1. Using Microsoft Word, open Project WRD-3 Letterhead in your "Word" folder under "The Hub" folder.
2. To avoid overwriting your original letterhead file, save the document as Project WRD-6 Interoffice Memo in your "Word" folder under "The Hub" folder.

HINT: Remember to use "Save As."

3. Choose an easy-to-read font, and keep the font size to a maximum of 10 - 12 points, unless otherwise noted.
4. Be sure your document's line spacing is set up using single spacing with no additional line spacing between paragraphs.
5. At approximately 2.5 inches down from the top, key the following text center-aligned, bold, and all caps:

MEMORANDUM

6. Four lines below the memorandum heading line, key the following information left-aligned and double-spaced:

NOTE: In order to align the recipient's name, sender's name, date, and subject, use the tab key.

TO: The Hub Staff
FROM: Student's Name, Microsoft Office Specialist
DATE: Current Date
SUBJECT: DJ Smash Hit Night

your TASK

Your task is to inform employees about DJ Smash Hit Night using proper memo format. You will create the memo using the letterhead you created in Project WRD-3.

the SKILLS

- Format a memo
- Format a bulleted list
- Email attached files

Interoffice Memo

7. Triple-space and key the following information left-aligned, single-spaced, and double-spaced between paragraphs:

We are excited to announce an upcoming special DJ event. Next Saturday night, we will host the fantastic DJ Smash. Straight from the many hot spots of New York, DJ Smash will rock The Hub like no other DJ. His mixes are unique and really get the crowd moving. The Hub has never had such an internationally renowned DJ appear here.

Since we expect this event to draw one of our largest crowds, we are requesting the entire staff to work that night. Without additional help on Saturday, we will not be able to welcome such a popular star. If you are unavailable to work on this very exciting night, please contact Joe by Wednesday.

8. Double-space and key the following title left-aligned, bold, and in all caps:

REMEMBER:

9. Double-space and use a standard bullet to key the following bulleted list left-aligned and single-spaced:

- We expect our largest crowd
- Entire Staff needed
- Contact Joe by Wednesday

10. Carefully proofread your work for accuracy and format. The document should fit on one page.
11. Resave the file.
12. Email the saved file as an attachment to your instructor (optional).
13. Print a copy of the document if required by your instructor.

THE HUB

MEMORANDUM

TO: The Hub Staff
FROM: Leah Johnson, Microsoft Office Specialist
DATE: October 18, 2012
SUBJECT: DJ Smash Hit Night

We are excited to announce an upcoming special DJ event. Next Saturday night, we will host the fantastic DJ Smash. Straight from the many hot spots of New York, DJ Smash will rock The Hub like no other DJ. His mixes are unique and really get the crowd moving. The Hub has never had such an internationally renowned DJ appear here.

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REMEMBER:

- We expect our largest crowd
- Entire Staff needed
- Contact Joe by Wednesday

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