



# Handbook For Memo Writing

*L. Sue Baugh*

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# Handbook For Memo Writing

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## **Handbook For Memo Writing** L. Sue Baugh

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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