**Memo Cheat-Sheet**

A **memo** should have the following titles/subtitles:

1. **Purpose** - should include the **PURPOSE (can be copy/pasted from the directions) and start with “The purpose of this memo is to….”**

2. **Summary** - should summarize the main points, **TOPIC SENTENCES**

3. **Discussion** - 4 paragraphs:

1st - **introduce** the topic/subject (provide background, overview, and so on); end this paragraph with a

**THESIS** Statement that **previews the two/three items to be discussed in the next two/three**

**paragraphs**

2nd – state and explain the issue/plan and provide your **1st point/solution**

3rd – state and explain the issue/plan and provide **your 2nd point/solution**

4th - state and explain the issue/plan and provide **your 3rd point/solution**

4. **Recommendation/Conclusion** - Conclude, **provide/restate** the **recommendations** here

**Markel Textbook, page 377 (for 12th edition and 11th edition – page 373).**

1. If your Memo is directed to any specific person/team, then you need to address it in your Memo by being professional, specific and direct with your “**TO**” section.
2. Make **the subject line** very descriptive and reflective of the Memo.
3. In **the Purpose section** of the Memo, there is no need to put the word Purpose as a title, however, it is best that you start that section with the phrase “The purpose of this memo is to ….”
4. The **Summary section** of your Memo should include two/three topic sentences to be further developed in the Discussion section of the **Memo**.
5. **Discussion**:

In the Discussion section, you can have 3/4 parts:

Part 1: introduce the topic, provide background information. End this section with your **THESIS** Statement that **lists the two/three items** you plan to discuss in the following (body) paragraphs.

Part 2: State/develop point/issue/solution # 1.

Part 3: State/develop point/issue/solution # 2.

Part 4:  State/develop point/issue/solution # 3.