

Memos: Form & Content

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Form

(lexis or verba)

Heading

To: Timothy Geithner, Secretary of Treasury (**WRITER'S AUDIENCE**)

From: Michelle (Min Eun) Jeon, Policy Advisor (**WRITER'S NAME AND TITLE**)

Date: 2/20/2012 (**DATE**)

RE: Overcoming the Obstacle: House Speaker John Boehner (**MAIN IDEA**)

Executive Summary

- a single paragraph that summarizes the entire memo
- not an introduction

Subheadings

- bold-font section titles
- summarizes the section
- (check with instructor)

Paragraph Organization

- inverted pyramid
- most important information first
- mirror within subsections too

Sentence-Level

- clear and concise sentences
- one idea per sentence
- concrete verbs

Content

(logos or res)

Executive Summary

- provide brief, but necessary context
- a single paragraph that summarizes the entire memo
- consider **bolding the main recommendation**

Body Paragraphs

- each with a clear topic sentence
- support recommendations or statements with evidence, examples, or clear reasoning
- provide an analysis or interpretation of the evidence, to help the reader interpret the evidence

Citations and References

- cite and reference all outside sources
- in-text citations might be parenthetical or footnoted; check with supervisor or instructor
- only use high quality references