



Task Title: Write a Business Memo

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: The learner is required to choose two business scenarios and create a memo for each scenario.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.1 and A1.2
- Communicate Ideas and Information/Write continuous text/B2.2
- Communicate Ideas and Information/Complete and create documents/B3.2a and B3.2b
- Understand and Use Numbers/Manage data/C4.1
- Use Digital Technology/D.1

Materials Required:

- Pen/pencil and paper and/or digital device
- Dictionary or digital device with dictionary application or website

Learner Information

Individuals at work may be required to create a memo to communicate with fellow employees or managers. A memo is like a business letter, but less formal.

Review the Memo Template.

Choose two scenarios below.

Scenario #1:

You work as a clerk in the personnel department of Company ABC. For the past six years you have taken your vacation in the usual summer months. This year, however, your sister is getting married and you will need to travel out of town and would like to take your two-week vacation in October. You are aware that vacation leave is not normally granted at this time of year, but feel your reasons are valid. Write a memo to your unit head, Mr. Roberts, to inform him of your situation and request your vacation for October.

Scenario #2

You are the Training Coordinator of Company XYZ. You have been asked to make arrangements for a half-day seminar at the City Conference Centre. The seminar is for 25 Division Chiefs from various departments. Write a memo to the director of the City Conference Centre, Mary-Ann Downs, making arrangements for space, tables, audio-visual equipment, and refreshments.

Scenario # 3

You are employed in the accounting department for Company FGH. Your department paper shredder has been causing problems because it gets used so much. Write a memo to the purchasing manager explaining the problem and requesting the purchase of a new, larger capacity paper shredder. Provide a rationale for the expense.

Memo Template:

Company Name Here

Memo

To: [Click **here** and type name]

From:[Click **here** and type name]

Date: 9/10/2024

Re: [Click **here** and type subject]

How to Use This Memo Template

Select text you would like to replace, and type your memo. Use styles such as Heading 1-3 and Body Text in the Style control on the Formatting toolbar. To save changes to this template for future use, choose Save As from the File menu. In the Save As Type box, choose Document Template. Next time you want to use it, choose New from the File menu, and then double-click your template.

Work Sheet

Task 1: Create and write a memo for each of the two scenarios you have chosen. Use a computer word processing program (Microsoft Word or Google Docs) or hand write the memos. Use the sample memo template to understand the lay-out of a memo.

Answer: Task completed on computer. Yes No

Task 2: Edit the memos for layout, sentence structure, and spelling. Ensure you have included all important information in your memos. Revise your memos as needed and complete the final copy of each memo.

Answer: Task completed on computer. Yes No

Answers

Answers will vary. For each scenario, memo should include:

- company name
- to and from fields filled out
- re: field filled out
- body of memo filled out with pertinent information
- corrections of spelling errors, or errors of completeness or accuracy between Task 1 and Task 2

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	identifies the main idea in brief texts			
A1.2	locates multiple pieces of information in simple texts			
	obtains information from detailed reading			
	makes connections between sentences and between paragraphs in a single text			
	begins to identify sources and evaluate information			
B2.2	writes texts to explain or describe			
	connects ideas using paragraph structure			
	begins to sequence writing with some attention to organizing principles (e.g. time, importance)			
	begins to select words and tone appropriate to the task			
	begins to organize writing to			

Task Title: Write a Business Memo_E_A1.1_A1.2_B2.2_B3.2a_B3.2b_C4.1_D.1

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	communicate effectively			
B3.2	begins to make some inferences to decide what information is needed, where and how to enter the information			
	identifies parts of documents using titles, row and column headings, and labels			
C4.1	identifies and compares quantities of items			
	makes simple estimates			
D.1	follows apparent steps to complete tasks			
	locates specific functions and information			

Task Title: WriteaBusinessMemo_E_A1.1_A1.2_B2.2_B3.2a_B3.2b_C4.1_D.1

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):

Skill Building Activities

Links to Online Resources:

GCF LearnFree How to Write a Business Memo:

<https://edu.gcfglobal.org/en/business-communication/how-to-write-a-clear-business-memo/1/>

GCF LearnFree How to Format a Business Document:

<https://edu.gcfglobal.org/en/business-communication/how-to-format-a-business-document/1/>

LearningHUB Courses on Writing:

https://www.learninghub.ca/apps/pages/index.jsp?uREC_ID=1118749&type=d&pREC_ID=1380723

LearningHUB Course Catalogue:

<https://www.learninghub.ca/apps/pages/coursecatalogue>