Memo Appreciation

Now that you know the proper format of a memo, let’s put your skill to good use. This assignment will give you practice communicating in a professional manner. Remember to follow proper memo format. It will also make a positive difference for somebody who is working for you. If you have time, consider creating more than one.

1. Create a memo addressed to an adult in our high school or a school in the Alma Public School District. The purpose is to show appreciation to an adult who has made a difference for you. This could be a teacher, coach, principal, secretary, hall monitor, lunch lady, custodial person, bus driver, athletic trainer, athletic director, or even the superintendent. If you have someone in mind that I forgot, check with me first.
2. Proofread for grammar, punctuation, and spelling.
3. Print when you are finished. Ms. Wheeler will proofread it again.
4. When you get the memo back with proofreader’s marks on it, make all corrections.
5. Print the final copy on special paper and turn it in. Ms. Wheeler will send it through interoffice mail so the person may receive your memo.