

Assignment #1.3: Memos

Personal Orientation Project (POP304)



Objectives

This assignment will allow students to:

- deepen their knowledge of how to write a memorandum, a type of message that is sent internally within one's own company to communicate a single topic;
- increase their knowledge of MS Word, OpenOffice, LibreOffice, Pages, Google Docs, or equivalent; and
- develop a sense of professionalism when communicating.

Instructions

Follow the steps below to create a cover page and to write a business memo.

Steps to follow

Step 1: Carefully study your class notes on how to write business memorandums.

Step 2: Type and print a correctly formatted memo using the text in "Memo #1".

It is important to note that the memo provided on page 3 is not correctly formatted. It is up to you to format it properly.

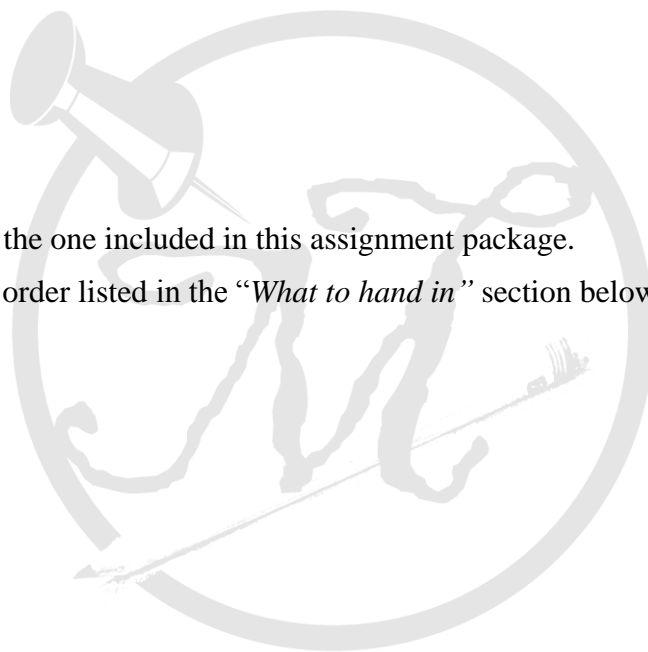
To type your memo, you may use MS Word, OpenOffice, LibreOffice, Pages, Google Docs, or another similar word processor.

Step 3: Your memo should include the following items:

- ♦ the TO: line;
- ♦ the CC: line;
- ♦ the FROM: line;
- ♦ the SUBJECT: line;
- ♦ the date of the memorandum;
- ♦ the body of your memorandum;
- ♦ the initial line; and
- ♦ the enclosure line.

Step 4: Type and print a cover page similar to the one included in this assignment package.

Step 5: Staple your work together in the same order listed in the "What to hand in" section below.



What to hand in

The following items must be handed-in and stapled together in the same order in which they are listed below.

1. Your typed cover page; and
2. The printed copy of your correctly formatted memo.

Resources

Refer to your class notes and handouts for information on how to correctly write a business memo.

Assessment

The attached Rubric will be used to assess your assignment.

Due date

The assignment is due on the date indicated below. As stated in the course outline, there will be a 10% penalty for every day it is late. The assignment will not be accepted after 3 days of the due date (weekends will count for 1 day).

Due: _____



DATE OF THE MEMO

September 25, 2017

SUBJECT

Certification to the ISO 9001:2008 Quality Management System

TO

Jim Brown, Sales Manager

Julie Jones, Purchasing Manager

Tony Laflamme, Vice-President of Operations

CC

Larry Dole, President

Kim Michelle, CEO

FROM

Monique Lalonde, Quality Management System Manager

WRITTEN FOR

Monique Lalonde (ml)

WRITTEN BY

Yolanda Jones (yj)

ENCLOSURE

Our new quality management system manual

BODY

It is my pleasure to announce that we have upgraded to the new ISO 9001:2008 quality management system (QMS). This is a corporate developed quality system that utilizes specific ISO elements and ensures that our company is capable of maintaining consistent processes, thus providing our customers with reliable quality products and services.

Our company has recognized, documented, and implemented this QMS in accordance with the ISO 9001:2008 requirements. We have identified the processes needed for quality management, we have determined the sequence and interaction of these primary processes, we have ensured the availability of resources and information necessary to support the operation and monitoring of these processes, and we have ensured that these processes are continually improved.

As such, we have drafted a new quality manual which outlines the primary processes and their corresponding forms needed to meet customer and ISO regulatory requirements. I have included this new manual with this memorandum.

Please share the information from our new manual with your respective departments.

If you have any questions or concerns, please call me at extension 5595.

Personal Orientation Project
POP304-01

**Cover page
example**

Assignment #1.3: Memos



← Be sure to download a high-resolution JRHS logo from Mr. Mansour's class website <http://mansour.lbpsb.qc.ca>.

By : John Doe
For : Mr. Mansour
Due : Friday, September 15th 2017

John Rennie High School
Pointe-Claire, QC
Canada

RUBRIC
Assignment #1.3: Memos

Student name: _____ Group: _____

CATEGORY	LEVEL 1 (Few)	LEVEL 2 (Some)	LEVEL 3 (Most)	LEVEL 4 (All)	LEVEL 5 (Exceeds)	SCORE
Cover page, staple, presentation	The cover page is well typed with few discrepancies relative to the sample provided, the format has few flaws, and the presentation lacks in neatness. 0-1	The cover page is well typed with some discrepancies relative to the sample provided, the format has some flaws, and the presentation is somewhat neat. 2	The cover page is mostly well typed, the format is mostly correct and presentation is mostly neat. 3	The cover page is well typed, the format is correct and presentation is neat. 4	The cover page is well typed, the format is correct and presentation is exceptionally neat. 5	
Memo #1	The memo is typed, has few errors, few required elements omissions, and/or few formatting errors. 0-3	The memo is typed, has some errors, some required elements omissions, and/or some formatting errors. 4-5	The memo is mostly well typed with minimal errors, minimal required elements omissions, and/or minimal formatting errors. 6-7	The memo is correctly typed, has no errors, is not missing any of the required elements, and there are no formatting errors. 8-9	The memo is correctly typed, has no errors, is not missing any of the required elements, and there are no formatting errors. The work also exceeds expectations. 10	
TOTAL / 15						
GRADE						%

