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writing short headings that clarify the content of each category. For example, instead of stating "Policies," write "New policies regarding part-time employees." Be specific and brief in every

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heading so that the basic point of your memo is apparent to the reader right away.

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the ability to think logically, to apply basic principles of communication, and to use language appropriately is included. Both a process (teaching the basic skills of writing and revising to



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Through numerous document examples and applications, students master basic skills and apply them in specific, real-world business situations.

**Basic Letter and  
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Susie H. VanHuss**

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Like most forms of writing, memos come with so many rules, instructions, and suggestions that it's easy to forget a few. Since we've already addressed the dos and don'ts of how to write

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a memo, let's take a moment to look at these rules in practice.. While reading over the below memo examples, pay special attention to the key features of a memo.

**Memo Examples |**

*Page 30/38*

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...

We'll also be delving into the specifics of memos and email writing later in this module. But after this brief lesson, I hope you feel a bit



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However, these features alone do not typically get the job done. Well-written letters and memos are grounded in writing basics.

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