

Memo Template

Assignment: You are to use the Memo Template feature of Microsoft Word to create an “Interoffice Communication” from you to Mr. Nieto.

Open Word. Click on: [File> New> Memo], then select the Memo format that you like the best and click [Download].

Please make sure that all fields are completed. In the CC (carbon copy) field, you are to list an additional recipient of your memo. This can be anyone you like. If your template does not have a “CC” field, add one directly under the “To” field. The body of the message should be two FULL paragraphs (5 sentences each, or more) giving Mr. Nieto: 1.) some key things you have learned this year as a high school student and 2.) your observations of Bear River to this point. After being on campus for a little while, what are the things you like? What suggestions do you have. How is the year going for you so far?

Make sure to save to Edmodo. When you turn it in, you will also be turning in the Fax Cover Sheet at the same time.

PROOF READ YOUR WORK

