Memos and Emails Assignment: Senior English 12

For each of the following examples, create an e-mail memo using the templates provided on your computer. In some cases, you may be required to actually send the email and receive the response. Please use the professional email address you created for the resume assignment for this correspondence.

1. The following is an example of a flaming e-mail/memo. Clean it up. Print it.

Subject: **Upgrades**

**Date: 3/6/09 9:59**

**From:** [**Sammy@trinet.rad.com**](mailto:Sammy@trinet.rad.com)

**To:** [**smith@eagle.com**](mailto:smith@eagle.com)

Hello people?

Are you awake out there? I have been trying for over three blooming hours to get someone – ANYONE!!!? – at your place to get back to me ASAP about the stinkin’ upgrades. But has anyone replied? No such luck. WTG. What’s it gonna take huh? A note from Bill Gates himself? From Microsoft? Your arch competitor? Do we have to jump ship?

Once more, I STRESS that your sales team – Rob T. Janet S. and Tim A. – have not given the upgrades we were promised. I don’t like to say you lied, but what else would you call it, huh?

Guess you guys really don’t worry about little things like staying in business, or taking care of your customers. If you fold, we won’t cry.

TTFN

Sammy

1. Write an email to a real business in Colorado that provides daily or weekly updates to interested customers. Print and turn in your email request **with their response/ reply.**
   1. An airline: up to date schedule along a certain route/ bonus offers or student discounts.
   2. A resort offering weekly or monthly specials, student discounts or group rates.
   3. “Ask an expert” style websites.
2. You are the manager of the local art museum. Write a memo to the Denver Chamber of Commerce including the following information in proper memo format. Print it.

***Be sure to take the information listed her in paragraph form and organize it; use bullets, tabs and subject lines.***

*We are changing our hours. The old hours were Mon – Fri 9-5 and Saturdays during the month of July and August, when we were open from 9 to noon. Our new hours are Monday through Thursday from 8:30 – 4:30, and Friday and Saturday when we are open from 9 to 9. We have new rates as well. We used to charge adults $3, senior citizens $1 and give free admission to children under 12, but too many kids came in unsupervised, so now we say that children under 12 can still get in free but must be acompanied by an adult. Admission for seniors will stay the same, but the adult ticket will cost $1.50 more. We’ve also added new features to the museum. We have paintings by Thora Horne, a local artist; sculpture from the west Indies in the display area during the summer months; guided tours available for parties of six or more; and lounge areas will now offer patrons sandwitches and soft drinds during May, June, July and August.*

1. Rewrite the following message as an appropriate email/memo. Print it.

Hi –

This new territory is a pain in the butt. Lots of stops, and no sales. Ughhh!!!! People out here resistant to change! GR. They could get hit by a boulder and still not do anything different. Giant companies ought to be up on current market changes, don’t ya think? Will sub reports asap as long as you care to rec.

Long story short, market is down. No news = bad news.

-me

If you need help formatting, refer to the following:

[www.slideshare.net/destiny1003/learn-to-format-memos-email/-75k-](http://www.slideshare.net/destiny1003/learn-to-format-memos-email/-75k-)

See also: Email Etiquette