

NAME: _____ GRADE: _____ DATE: _____

KEYBOARDING MEMORANDUM EXERCISE (LABELING)

Instructions: Label the diagram below. Insert the correct spacing after the title, between the headings and all other parts of the memo. The subject line is also keyed incorrectly. Apply the proofreader mark to make the correction.

The diagram shows a memorandum form with several labeled parts:

- Top margin:** A box at the top with an arrow pointing to the top margin of the memo.
- Right margin:** A box on the right with an arrow pointing to the right margin of the memo.
- Left margin:** A box on the left with an arrow pointing to the left margin of the memo.
- MEMORANDUM:** A box at the top center of the memo body.
- TO:** A box next to the text "All Staff".
- FROM:** A box next to the text "Joe Meriden, Owner".
- DATE:** A box next to the text "April 3, 20__".
- SUBJECT:** A box next to the text "New Flavor Kickoff Party".
- Body text:** The main text of the memo, including a paragraph about a new flavor, a list of ingredients, and a closing paragraph.
- Attachments:** A box at the bottom left with an arrow pointing to the text "Attachment".

The memo text is as follows:

MEMORANDUM

TO: All Staff

FROM: Joe Meriden, Owner

DATE: April 3, 20__

SUBJECT: New Flavor Kickoff Party

As you know, I have been working on a new flavor for Creamy Creations. I experimented with dozens of combinations and think I have finally found the perfect new summertime recipe. It takes into consideration the fun of summer, the need to cool off, and the lazy attitude most people love to have in the months ahead.

The new flavor is called Meli-Away-Melon and includes the following ingredients:

- vanilla ice cream base
- swirls of caramelized pears
- crushed chocolate covered macadamia nuts

I have prepared the initial twenty gallons for taste testing. Please join me this Thursday, April 6, at 6:30 p.m., for a private staff party. In the meantime, as always, please keep this new flavor "under your hat" until it has passed the staff "taste test." Attached is the invitation. I look forward to seeing you all there.

Attachment