

WRITING A MEMORANDUM

INSTRUCTIONS:

Drag and drop the correct words from the box below to complete the sentences.

-request -language - bullet points
-headings -body -subject

SENTENCES:

- The _____ of the memo is the launch of the new mobile app.
- The _____ of the memo provides details about the app's features and launch date.
- The _____ help to organize the information in the memo.
- The _____ make the key points easy to read and understand.
- The memo includes a _____ for staff to attend a training session.
- The memo is written in clear and concise _____.