

Memo Topics

Instructions: Choose one of the topics (A, B, or C) described below. The format required is memo-report (refer to class discussions and your text for numerous references and examples). In addition you will be expected to demonstrate the techniques and stylistic conventions of professional writing. Maximum length will be two (2) pages, but shorter memos (one page) that still accomplish your objective are always preferred in a professional environment.

- A.** Refer to the **material in your text on cross-cultural communication** and develop a memorandum to the employees in your company (make up company name) detailing guidelines for exchanges with culturally diverse audiences. You may suggest that your company is expanding to new areas, or that the customer base is shifting to a broader audience due to the Internet as your reasoning for sending this memo. Be sure to address both interpersonal AND written communication guidelines. Note: you may look up additional information in other sources on this topic to help you gain a clear understanding of the situation, but that is not required, nor is the goal of this assignment to assess your skill at research and source documentation.
- B.** Refer to **material in text on communicating in teams** and develop a memorandum to your company (make up company name) analyzing the problems caused by poor communication within teams and suggesting guidelines for improvement. Be sure to address both interpersonal AND written communication guidelines. If you suggest training classes, you should outline the subject matter (topic outline only) of those classes and the reasoning for them. Note: you may look up additional information in other sources on this topic to help you gain a clear understanding of the situation, but that is not required, nor is the goal of this assignment to assess your skill at research and source documentation.
- C.** Write a memo to **your company** or a member of your company (that you work for in real life) suggesting improving some method of operation, communication issue, or other problem that really exists.