

Sample Memo and Annotation

<http://www.epa.gov/OST/standards/memofin.html>

This example of a Memo of Transmittal comes from the Environmental Protection Agency.

Format

Notice, first of all, that the header information is in a slightly different order than in the examples provided in your textbook.

- Date
- Subject
- From
- To

What might be some reasons for placing the header information in this order?

Content

The memo contains at least three different types of information:

- Transmittal data about the report that it accompanies, including a brief context for the report and a reminder to the reader of the relationship of the report to other events and documents.
- Persuasive information that highlights new findings introduced in the report and urges the reader to review them carefully.
- Progress updates that inform the reader of an upcoming conference and provides details about other related reports and documents.

Presentation

- Is the report written in the direct or indirect style, or a combination of the two? Provide examples to support your answer.
- Is the memo effective based on the criteria outlined in your textbook?