
MEMORANDUM

To: Bruce Maule [Instructor Name]

From: Your Name / ACTG 100 9:10 a.m. [Course number and class time]

Date: April 6, 2009 [Due date of assignment]

RE: Chapter 1 Here is the question...[Chapter number and text of question]

A business memo should be clear, direct, and concise. State your conclusion immediately and use the remainder of the memo to support your conclusion. To get full credit you must fully answer all parts of the question.

Your memo must always be your own creative work. Read the textbook and, when necessary, restate the textbook information in your own words. Do not copy the textbook or the work of another student.

The memo must have a title block, one-inch margins at the top, bottom, left and right sides, and use twelve point type and 1.5 line spacing. All spelling, grammar and punctuation must be correct. The visual format should be clean and attractive. Your memo should look exactly like this one.

The memo must be one full page in length. Develop your own creative analysis or example to illustrate your points. Do not include tables, journal entries, or diagrams. Use text only.

Submit homework assignments stapled together in the following order: Business Memo on top, followed by manual work papers in page number order.