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HO HO HO MEMO

By Theolonius McTavish

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HO HO HO MEMORANDUM

TO: All employees

FROM: The Management

DATE: December 2, 2004

RE: Reducing the Unintended Consequences of Getting into "The Holiday Spirit"

Following recommendations from SHE (our Safety, Health and Enviromental committee), HE (our Helpful Employees Committee) and FUN (the Federation of Undemonstrative Nations), the measures outlined below will be implemented immediately thus ensuring our compliance with guidelines established by FROLIC (the Federal Revelry Ordinance & Leisure Industry Council) designed to reduce the unintended consequences of getting into "The Holiday Spirit".

1. Santa shall be required to wear a red, fire-retardant, loose-fitting suit with white reflector tape accessories, and a red fire helmet at all times while on the premises.
2. Employees shall refrain from testing the seating capacity and weight-bearing strength of any red-suited person in authority requesting subjects sit on his/her lap.
3. All nutcrackers are now forbidden on the premises as these items have been identified as a potential security risk and safety hazard in the hands of untrained personnel (better known as those with one too many or unaccounted for, loose screws).

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4. Fruitcake, shortbread cookies and mince tarts shall be consumed before the expiry date on the packaging and only in designated areas such as parking lots, as it has been determined that crumbs attract undesirable pests including but not limited to cookie monsters, horrible hobgoblins, overbearing ogres, testy trolls and wicked witches not to mention placing excess demands on management (drones), non-union, multi-tasking, light-housekeeping office personnel (queen bees) and unionized heavy maintenance staff (worker bees).

5. Snickering-Sybaritic Santas (SSSs) and Red-Nosed Reindeers (RNRs) if found consuming illegal substances on the job shall be escorted immediately off site by the Engaging Enforcement Elves (EEEs), as such conduct has been linked to unhealthy respiration and transpiration of office plants, inexplicable computer network crashes, and causing havoc with the smooth operation of industrial machinery.

6. Employees shall refrain from using paper shredders to make aluminum foil tinsel decorations as this has been found to create an unsightly mess, unnecessary downtime on office equipment, not to mention major power outages preventing the convening of gift-exchange gatherings.

7. Employees shall refrain from toasting marshmallows on radiators, AC power adaptors, or in blast furnaces during break periods as these puckish practices have been found to encourage unsafe food preparation practices, contribute to poor eating habits and, and cause stomach cancer in brownies and boy scouts.

8. Employees shall refrain from composing popular Yuletide tunes using touch-tone phones, downloading "The Chipmunk Song" as the default ring tone on cellular telephones or email audio notification on laptop computers as such lollygagging practices been found to cause unmitigated stress and partial hearing loss in lab rats, floor personnel, and middle managers alike.

9. Santa's Helper togs will be permitted on Casual Fridays provided they comply with the "Corporate colors and dress code policy". (Note: No spandex shorts, body stockings or birthday suits will be allowed as these have been shown to contribute to embarrassing little workplace accidents at this time of year).

10. All employees shall refrain from requesting that egg nog be placed in vending machines and shall likewise refrain from uttering anti-social secular greetings or gladless tidings of good cheer such as, "Bah Humbug", "The Grinch will get you!" or "Santa Sucks", all of which have been found to contribute to an unhealthy diet, loss of team spirit, and result in an altogether unproductive and negative-thinking workplace environment.

Last but not least, there's no need to drop banana peels, candy wrappers or prioritized list of presents in the Company Suggestion Box - thanks to SCROOGES (our Security Camera Records & Online Gathering Evidence System), Santa knows who's been naughty and nice his year.

HO HO HO AND HAVE A HAPPY HOLIDAY From Santa's Saucy Sylphs in the HR Department!!!

By Theolonius McTavish, a creative corporate memorandum writer and casual notice-board reader in

the court of The Quipping Queen, [www.quippingqueen.blogspot.com](http://www.quippingqueen.blogspot.com)

## **How to Write a Business Memo**

**By Linda Elizabeth Alexander**

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How to Write a Business Memo

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A business memo helps members of an organization communicate without the need for time-consuming meetings. It is an efficient and effective way to convey information within an organization.

Use memos rather than letters when you are communicating within your organization, including members of your department, upper management, employees at another company location, etc.

Memos solve problems either by introducing new information to the reader like policy changes or new products being introduced, or by persuading the reader to take an action, such as attend a meeting, rinse the coffeepot when empty, or change a current work procedure.

The writing style of a business memo is somewhat formal but it doesn't have to sound intimidating. Your aim in writing a memo is the same as with other correspondence: You want to effectively communicate your purpose to your reader.

Memos are most effective when they connect the purpose of the writer with the interests and needs of the reader. When planning your memo, be sure to think about it from your reader's perspective: Pretend you are the recipient and ask yourself:

1. How is this relevant to me?
2. What, specifically, do you want me to do?
3. What's in it for me?

#### Heading Segment

Begin the memo with a heading segment, following this format:

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(centered and bold heading) MEMORANDUM

TO: (readers' names and job titles)

FROM: (your name and job title)

DATE:

SUBJECT: (specifically what the memo is about)

Make sure you address the reader by her or his correct name and job title. Courtesy titles are not necessary but make sure you spell everyone's names properly and don't use informal nicknames.

Use a job title after your name, and hand write your initials by your name. This confirms that you take responsibility for the contents of the memo.

Be specific and concise in your subject line. For example, "computers" could mean anything from a new purchase of computers to a mandatory software class for employees. Instead use something like, "Turning Computers off at Night." This also makes filing and retrieving the memo easy.

### Opening Segment

Begin your memo by stating the problem—that is, what led to the need for the memo. Perhaps a shipment has not arrived, a scheduled meeting has been canceled, or a new employee is starting tomorrow.

After stating the problem, indicate the purpose clearly: Are you announcing a meeting, welcoming a new employee, or asking for input on adopting a new policy about lunch hour length?

### Discussion Segment

In the discussion segment, give details about the problem, Don't ramble on incessantly, but do give enough information for decision makers to resolve the problem. Describe the task or assignment with details that support your opening paragraph (problem).

### Closing Segment

After the reader has absorbed all of your information,

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close with a courteous ending that states what action you want your reader to take. Should they hand email their reports rather than hand in hard copies? Attend a meeting? Chip in for someone's birthday cake? A simple statement like, "Thank you for rinsing the coffeepot after pouring the last cup" is polite and clearly states what action to take.

Traditionally memos aren't signed. However, it is becoming

more common for memos to close the way letters do, with a typed signature under a handwritten signature. Follow your company's example for this.

Except for memos that are essentially informal reports or instructional documents, make the memo no more than one page long. In a memo, less is more.

### Summary Segment

If your memo is longer than a page, you may want to include a separate summary segment. This part provides a brief statement of the recommendations you have reached. These will help your reader understand the key points of the memo immediately.

To further clarify your meaning, keep these formatting ideas in mind:

Headings help the reader skim for sections of the document.

Numbered and bulleted lists make information easy to scan. Be careful to make lists parallel in grammatical form.

Font sizes, underlining, bolding, and italicizing make headings and important information stand out.

As in all technical and business communications, long paragraphs of dense text make reading more difficult. Therefore, keep your paragraphs short and to the point.

Now that you know how to write a proper memo, you can be sure that your readers will understand your intentions.

Linda Elizabeth Alexander writes marketing copy for nonprofits and other businesses. Visit her website [TODAY](#) for other informative business writing

articles.<http://www.write2thepointcom.com/articles.html>mailto:[lalexander@write2thepointcom.com](mailto:lalexander@write2thepointcom.com)



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