Business Memo Quiz

Part 1 Directions: Fill in the blank with the correct answer.

1. _____ used to communicate information quickly throughout a business or organization.

2. The 4 Headings/Parts of a Memo are:

    a. _____

    b. _____

    c. _____

    d. _____

3. Memos have a _____ top margin and _____ on all sides.

4. Each of the four headings are _____ and keyed in _____ followed by a _____. The Subject Line should be keyed in _____.

5. After the colon, the _____ is pressed to line up the text that follows.

Business Memo Quiz Rubric

Possible Points	Assessment/Skill Items	Points Awarded
24	Fill-in-the-blank	
6	Correct Header and Footer	
50	Proper Formatting for Business Memo is applied *SEE CHECK SHEET BELOW*	
10	Memo's Body is Corrected	
10	Proofread Document (-2 points for each error)	
100	TOTAL	

Proper Business Memo Formatting (5 pt. each):
_____Correct Margins
_____Block Style
_____Memorandum is centered on the first line
_____DS after Title
_____Headings Typed in Correct order
_____Headings Keyed in all caps
_____Subject line text also keyed in all caps
_____Tabbed over to align text after the heading
_____DS between heading parts
_____Body of Memo
    (SS paragraphs, DS between paragraphs)

Part 2 Directions: Create a Memo in Microsoft Word. All of the details you will need to write the memo are provided in the instructions below.

1. Open a NEW document in Word.
    a. Unless otherwise stated, the font should be 12 point Times New Roman.
2. Set the Page Margins for a Memo.
3. Insert a header that includes your name, period, and date.
4. Insert footer with Business Memo Quiz.
5. Set up the memo by following the standard format.
6. Type the text in the box below, correcting any errors.

> Memo to: Student Council officers/from mr. chris mcCook, principle September 20, 2019 subjct: student behavior at Athletic Events
>
> Reports from a number of faculty parents sugest that the behavior of a few of our students at two recent athletic events violate the code of Sutdent condint.
>
> Only a few students were involved, and olny three incidents were reported. Even so, the reported behavior does not creat the image Houston County Schools wants to portray to members of our community and vistors from other communities.
>
> This meetis scheduled from 3:00pm thus Thursday afternoon in the conference room Be prepared to tell us what you about any such incident and what actios you thing we should take.

7. Carefully proofread the document for spelling, grammar, and accuracy.
8. Save the document as Business Memo.
9. Save in H drive, then upload to Google Classroom.

Business Memo Quiz

Part 1 Directions: Fill in the blank with the correct answer.

1. Memo used to communicate information quickly throughout a business or organization.
2. The 4 Headings/Parts of a Memo are:
   a. To:
   b. From:
   c. Date:
   d. Subject:
3. Memos have a 2" top margin and 1" on all sides.
4. Each of the four headings are double spaced and keyed in all caps followed by a colon

   The Subject Line should be keyed in all caps
5. After the colon, the tab is pressed to line up the text that follows.

Business Memo Quiz Rubric

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_____Block Style
_____Memorandum is centered on the first line
_____DS after Title
_____Headings Typed in Correct order
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Memo

TO: Student Council Officers

FROM: Mr. Chris McCook, Principal

DATE: September 20, 2019

SUBJECT: Student Behavior at Athletic Events

Reports from a number of faculty parents' suggest that the behavior of a few of our students at two recent athletic events violate the Code of Student Conduct.

Only a few students were involved, and only three incidents were reported. Even so, the reported behavior does not create the image Houston County Schools wants to portray to members of our community and visitors from other communities.

This meeting scheduled from 3:00pm this Thursday afternoon in the conference room. Be prepared to tell us what you about any such incident and what actions you thing we should take.

sm