

# Memo to School Board

## CBA – Unit 2

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For this assignment you are going to type a memo to the school board and suggest a change that you think should be made to our district using proper formatting you have learned in class.

Memos have a twofold purpose: they bring attention to problems and they solve problems. They accomplish their goals by informing the reader about new information like policy changes, price increases, or by persuading the reader to take an action, such as attend a meeting, or change a current production procedure.

Use the following example as a guide for formatting and wording your memo to our school board.

### INSTRUCTIONS

1. Change your style to “No Spacing”
2. Margins: 2” Top, 1” Others
3. Center and Bold “Memorandum”

Make sure your headings are all caps and double spaced. Place a colon at the end of each heading and TAB once or twice to line up your information.

Double Space before you start your first paragraph and between each paragraph.

DO NOT place your name at the bottom like a letter. Your name is at the top beside “From”.



### MEMORANDUM

TO: Dardanelle School Board Members

FROM: Your Name, Student, Dardanelle High School

DATE: September 25, 2016

SUBJECT: Change You Want to Make

The first paragraph of the memo should identify who you are (introduce yourself to the reader) and clearly state the purpose of the memo.

Paragraph two should identify reasons why your change should be made. This should provide clear reasons why the change should benefit our school. Be as specific as possible.

The third paragraph should thank the reader for hearing your concerns. It should provide the reader with a way to contact you (you are a student in Mrs. Taylor’s class, which class period?)