SUBJECT: BUSINESS STUDIES
CLASS: JSS2
WEEK: NINE AND TEN
TOPIC: MEMORANDUM/ E-MAIL
LEARNING OBJECTIVES
1. Meaning of Memorandum
2. Features or parts of Memorandum
3. Formats of Memorandum
4. Purpose of Memorandum
5. Meaning and features of E-mail

A memorandum (also called memo) is the primary correspondence or communication document used within an organisation. It is a letter containing a statement that is usually written by higher authorities of an organisation for the purpose of sharing information.

FEATURES OR PARTS OF MEMORANDUM:
There are only four parts to a memorandum. They are
1. The heading which consists of your distribution list, who it is from, the date and subject.
To: Name and position of the reader
From: Name and position of the writer
Date: Date the memo is sent
Subject: A phrase that focuses the reader's attention on the subject of the memo

2. The body of the memo or text.
3. The reference initial; and
4. Notations – If necessary.

FORMAT:
Memo
To: All Employees
From: Administrative Manager
Date: 19th June, 2023
Subject: Lateness to work

It has come to the notice of the management that some employees are coming late to work on a regular basis. Some are clocking in only to leave the company premises after they do so.

With effect from Monday, 26th June, 2023, any employee who fails to reach the office at the stipulated time shall be considered late. Any employee missing at their duty posts for more than twenty minutes without any justifiable reason shall be considered absent from work.

Thank you.
Mr Eleazar
Cc: Managing Director.

PURPOSE OF A MEMORANDUM
1. Record and relay information
2. To make brief appeal
3. It helps to establish accountability of things
4. It saves time than writing a letter
5. It brings attention to problems and solve problems
6. It accomplish the goals of the organisation by passing information

E-MAIL:
This is simply the shortened form of electronic mail, a system for receiving, sending and storing electronic messages. It has gained nearly universal popularity around the world with the spread of the internet. In many cases, e-mail has become the preferred method for both personal and business communication.

FEATURES OF E-MAIL
From: The sender's e-mail address
To: The receiver's e-mail address
Cc: Indicate other receiver's(s) e-mail address (other people that will receive the message)
Subject: A phrase that focuses the reader's attention on the subject of the e-mail.

The e-mail message: Instead of using a pen to write a letter on paper, you are using your keyboard to type an e-mail message in an e-mail program on your computer.
Sending the e-mail: When the e-mail is finished and has been addressed to the recipient's e-mail address, you press the send button without the need to put stamp.

E-mail transport: E-mail servers transmit e-mail messages from sender to recipient like postal services transport letters and parcels.

Fetching new mail: The e-mail programme can check for new e-mail messages at your mail server and download it to be read.