

MEMORANDUM

Write a memo based on the case study on page 22 in your Coursebook.

Read the brief, the possible solutions to the problem on pp 137,138,140 and 142 and the audio script on page 165 about the solution eventually selected.

With the information you have at your disposal write a memo to the managerial staff of Infineon informing them of;

- the decision adopted and why it was taken; give background information to the subject matter
- time schedule of the work necessary to be carried out to implement the solution
- personnel; i.e. people responsible for the implementation and completion of the project; contact person
- any other information you may consider relevant and important (you are welcome to make up details)

As for the form of the memo, make sure the length of the memo does not exceed one A4 size page and is double spaced.

Remember that all forms of business communication should be concise, clear and to the point.

Specifically for memos it is important to start with a sentence that makes the purpose clear.

New information and main points should be highlighted at the top, not “hidden” among unnecessary details.

For more information how to write a memo see e.g. Intelligent Business Style guide pp 24 – 25.