



Beginning Photography Memo Writing Lesson

Lesson Objective: Students will learn about how to write a memo and use the memo style of writing for their write-ups on projects through out their semester in Web Design.

Definition of a Memo: Memos are short messages in which you ask and answer questions, describe procedures, give short reports, and remind others of things. Memos create a flow of information throughout an organization. In this case the flow of information is from you to your teacher.

Preparing the Heading: As with most work you turn in, in your classes there is a method of putting your name on the paper. This information needs to go on to the right side of the page. You need four things in your heading:

1. Date- The date of the memo.
2. To- Who the memo is being written to. (For this class it would be Mr. Richardson)
3. From- That would be your name.
4. Subject- What the subject is for this memo. (Which project your writing about)

Body of the Memo: Organize the message into three parts. These sections will be left justified.

1. Beginning- Purpose of the memo. We will label this part as "Purpose".
2. Middle- Give the details of the memo. In this section you will discuss the questions that you are told to answer for the project. We will label this section "Details".
3. Ending or Conclusion- Label this section as "Conclusion". In this section write about your conclusion about the project. For example you might mention how the project went for you or what you believe you learned from the project

The Write Up: The items of discussion for the write up will be on the project handout that the write up is to be done for.

Print out the write up and three hole punch it. Three hole Punch found on the water drink table or in the copier room.