Assignment Due: Memo (see LibGuide for details)

Please select one only!

Write a memo to your boss saying that you will be out of town two days next week and three days the following week for one of the following reasons:
   a) to inspect some land your firm is thinking of buying
   b) to investigate some claims
   c) to look at some new office space for a branch your firm is thinking of opening in a city five hundred miles away
   d) to attend a conference sponsored by a professional society
   e) informing employees that personal use of the internet is not permitted during working hours
   f) develop a persuasive memo to your supervisor to persuade him/her to implement the change of performing a service in a more productive way

In your memo, be specific about dates, places, times, and reasons! And use the correct Memorandum form.