

## What is a Memo?

A memo is actually short for Memorandum. It is one of the most used means of official communication in the business world. Its main purpose is to serve as a reminder or to give some instructions. Again these like circulars are a means of mass communication, i.e. to communicate with a large number of people within the organization.

Usually, we write a memo is for one of the following five reasons

- as a reminder
- highlight an event or circumstance
- to recount an event
- keep an official record of anything
- to pass information or instructions

Memos have been a popular way for commuting for over a century now. This is because they have many advantages as seen below:

- They are a very cost effective way of mass communication. And their transmission is also very cheap.
- Another advantage is its simplicity. They are very simple to write and understand.
- Memos tend to be brief and to the point. They also reach a lot of people. So they are very time-saving as well.
- They also serve as evidence in case of a dispute

## Write a short note on e mail

Electronic mail, or email for short, is an online message delivery system. It delivers private messages to individuals and groups. These messages are delivered to the recipient's email inbox, usually within seconds. You can attach files to email messages and even put images within the message body.

### Advantages of Email

- It's free! Once you're online, there is no further expense.
- Easy to reference. Sent and received messages and attachments can be stored safely, logically and reliably. ...
- Easy to use. ...
- Easy to prioritize. ...
- Speed. ...
- Global. ...
- Good for the planet. ...
- Info at your fingertips.