

Writing on the Job

WRITING MEMOS AND PHONE MESSAGES

Writing a memo (a short note) and taking a phone message are common job duties. Write the memos and phone messages described below and sign your name. Use today's date and time.

A large, empty rectangular box with rounded corners, intended for writing a memo.

Memo on left

To: Mr. Klen
What: the order
was short

How
Much: 25 boxes

Memo on right

To: Colleen
What: meeting in
lounge
Who: entire crew
Why: company
meeting
When: 3:20 p.m.

A large, empty rectangular box with rounded corners, intended for writing a memo.

PHONE CALL

To _____
From _____
Phone # _____
Date _____ Time _____

Please call Will call back

Message on left

John from ULB called to let Anita know that her new refrigerator is here. His phone number is 555-7821.

Message on right

Let Sonja know that Kara Tonn from Jinko's cannot make the meeting at 4:00 p.m. She needs to call Kara at 555-6480.

PHONE CALL

To _____
From _____
Phone # _____
Date _____ Time _____

Please call Will call back

