

AMI#5

Name _____ Date _____ Class _____

Chapter 15 Professional Communication Skills

Section 15.2 Reading and Writing



English Language Arts
Analyze a Memo

Skill: Interpreting and
Communicating Information

Directions Read the memo below first, then answer the questions that follow.

Pamplemousse Stereo Company
34 Hayes Street
San Francisco, CA 94110

MEMORANDUM

TO: All Department Heads
FROM: Julieanne Grant, Vice President, Human Resources
DATE: March 29, 200-
SUBJECT: Changes in Hiring Practices

I am pleased to announce certain changes in hiring practices for the company. The changes in policy are summarized as follows:

- The human resources (HR) department for each division will screen applicants for all open positions.
- The HR department will explain to all applicants the screening tests currently in use and will administer those tests to all applicants regardless of age, gender, or race.
- The HR department will ensure that every applicant has an opportunity to take the screening tests within normal business hours.
- At least three candidates will be referred to the appropriate department head for interviewing after the screening process.
- Following each interview, the department head will write a brief summary of the interview and file it with the human resources department.
- The department head will make the final selection of the best candidate for the job.

A complete copy of this new policy will be sent to all offices within the next few days. If you have any questions before or after you receive the written policy, please contact me.

1. Who are the readers of the above memo?

2. What was Julieanne Grant's main purpose in writing the memo: to inform, request, confirm, persuade, inquire, or complain?

3. What is the subject of the memo?

4. What should readers of the memorandum do if they have any questions?
