

*All caps* *in line*

**Memos**

TO: Floyd Central Soccer Team  
FROM: Kelly Kessinger  
DATE: August 30, 2010  
SUBJECT: Pizza Party

*SS* We are having a pizza party this Friday. We will be ordering Papa Johns Pizza. Please send Susy Smith an email to let her know what kind of pizza you prefer. We will have dancing, awards, and dessert. Everyone will need to bring a dessert or a drink. This party is to celebrate a season well done.

*KK* *closing*

1. What are the 3 main parts of a memo?
2. What are the 4 guide words?
3. Why is it important to follow a consistent memo format?

Aug 30-1:07 PM

Spacing

Before: 0 pt

After: 0 pt

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*2" Top*

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*Line Spacing*

Aug 30-1:05 PM