



Gold Seal Lesson

Author(s): Marsha Kucker			Lesson Title: Writing Memos			
Grade Span			ICLE Application Model			
K-4	5-8 x	9-12	A	B	C	D x

Instructional Focus:

Reading –

Students read a variety of grade level materials, applying strategies appropriate to various situations.

Writing –

Students write for a variety of purposes and audiences with sophistication and complexity appropriate to the grade level.

Listening –

Students listen for a variety of purposes appropriate to the grade level.

Speaking –

Students speak for a variety of purposes and audiences with sophistication and complexity appropriate to the grade level.

Performance Task

In this lesson students will practice writing a memo that someone else can easily read and interpret the meaning.

1. Review the procedures of memo writing with the students, focusing on content, the importance of correct grammar, and format.
2. Distribute copies of the scenarios provided on the handout (Writing Memos Chart 1). Ask students to write (word process) a memo for each item.
3. Ask for a volunteer to allow their memo to be used for an example for the class to critique.
4. Divide students into teams of two to review each others memos using the rubric that is provided. Students should make the suggested revisions before turning in their assignment for grading.

ICLE Essential Skills

Apply in writing the rules and conventions of grammar, usage, punctuation, paragraphing and spelling. (ela 1)
Give oral or written directions that are clear and are understood by another person. (ela 2)
Follow oral or written directions. (ela 4)
Identify, collect and /or select pertinent information while reading. (ela 5)
Present information in well-organized fashion that will be clear to the target audience. (ela 11)
Discriminate important ideas from unimportant ideas while reading. (ela 15)
Assess the validity and accuracy of an informational selection. (ela 18)
Participate, sometimes leading, in group meetings by contributing, taking turns speaking, and working toward a common goal. (ela 20)
Understand and produce a variety of informative formats such as business letters, memos, reports, news articles, brochures, proposals and critiques. (ela 22)
Understand the personal, social, cultural and historical significance of a text. (ela 23)
Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc. (ela 30)
Make informed judgments about the content, organization, and delivery of spoken communication. (ela 32)
Organize supporting detail in logical and convincing patterns. (ela 54)
Participate in a one-on-one conference by relating essential information, asking questions on the topic, and using language to clarify information. (ela 69)

Scoring Guide:

See attachment: Writing Memos Scoring Rubric Chart 2

Keywords

English Language Arts	Mathematics	Science
Reading Comprehension	Algebra	Earth Science
Writing Correspondence Editing Organization Grammar Vocabulary Peer Review Word Processing	Geometry	Life Science
Communications Discussion Listening	Statistics	Chemistry
Literature	Calculus	Physics
Other	Trigonometry	Other
	Other	

Chart 1

WRITING A MEMO

MEMO ONE

Write a memo to tell all the computer operators that there will be a special meeting at 4 p.m. on Tuesday, September 23. This will be held in the blue conference room. Everyone should bring his/her notes concerning their latest computer problems.

MEMO TWO

Write a memo telling the seventh grade girls and boys that their physical forms need to be in the office by Wednesday, August 27 at the latest. The gold forms are the ones needed for this year. Anyone who has lost a form may pick up another one in the office. The cost for a new form is \$1.00. Anyone without a form in the office by that date may not go out for fall sports.

MEMO THREE

Write a memo telling the parents of preschoolers that their annual field trip to the zoo will be held on Saturday, September 6 instead of Saturday, September 13 as previously scheduled. Each child is to bring a parent/guardian or other adult guest. The cost is \$2.00 for adults and \$1.00 for students. Each person attending is to bring a sack lunch.

MEMO FOUR

Write a memo telling your mother that the dentist's office called and requested that her appointment be changed from 2 p.m. on Thursday. Your mother is to confirm the appointment or make another one at a more convenient time.

MEMO FIVE

Write a memo telling your dad that he has a baseball meeting Tuesday, August 26 at 7 a.m. at the Westside Café. They would like to have all bills turned in at that time. He is also to bring his rulebook with him.

Chart 2 SCORING RUBRIC

CRITERIA	STANDARDS	/ LEVELS OF	EXCELLENCE	POINTS AWARDED
	3 POINTS	2 POINTS	1 POINT	
	EXCELLENT	GOOD	NEEDS IMPROVEMENT	
Appearance	Everything lined up, very neat and clean	A minor mistake of lining up margins and text, maybe a margin is off	Paragraphs do not line up, different fonts used throughout	
Spelling	No errors	1-2 errors	More than 2 errors	
Grammar	No errors	1-2 errors	More than 2 errors	
Form: Date, Heading, Body, Closure	Complete	Complete	Incomplete	
Sentence Structure	Complete, Complex	Simple	Fragmented	
Proper Use of Paragraph	Indents at New Topic	Indents	No Form	
Content	All information is stated clearly.	Not all information provided. Memo might be misunderstood by the reader.	Difficult to understand information	
Format	Correct memo format is used	Correct memo format is used, but spacing is incorrect	Memo format not used	