By Muhammad Tariq Rana

1 Memorandum

Memorandum is brief, informal report used to establish a record. Memos generalize the communication process by transmitting the message from one or more authors to one or more recipients. E-mail messages typically take the form of memoranda. Memoranda are written for numerous internal purposes—for example, to request information, to make announcements, to outline policies, and to transmit meeting minutes.

2 Business letter

Business letters are formal letters used for business-to-business, business-to-client, or client-to-business correspondence. There are a number of elements to a business letter. Letters are used to communicate outside your organization.

3Executive

Following is body of a letter from a business executive has been serving in a Company for few years

Claim: Legal demand or assertion by a claimant for compensation, payment, or reimbursement for a loss under a contract, or an injury due to negligence.

Adjustments: It is the process of handling and settling claims or the amount requested by a policyholder or claimant because of a loss or damages suffered.

Experts read technical and scientific documents for a variety of purposes: • to maintain and expand their own general expertise • to obtain specific answers to their own research and writing • to evaluate a document's technical or scientific content

4. Coherence

Look for ways to improve the coherence of your writing. **Coherence** is the quality of hanging together, of providing the reader an easily followed path. Writers promote coherence by making their material logically and stylistically consistent, and by organizing and expressing their ideas in specific patterns. Efforts to emphasize the relationships among the elements of a document strengthen its impact. Coherence can dramatically improve the reader's ability to understand your material by promoting its flow or readability. Coherence is especially valued in Technical Communication and Writing because of the inherent complexity of the subjects. At the level of the whole document, coherence helps to provide the larger picture, in which the connections among the parts of the document are made clear by the writer. It gives readers a roadmap to help them

anticipate the content of your work. Abstracts, clear titles, introductions and problem statements all promote *coherence* by linking various parts of a piece of writing.

Benefits of Well-Organized Message Why does it matter to put information in any way and leave it to the reader to grasp the information? By arranging the ideas in a logical and diplomatic way, you will increase the chances of satisfying the audience's needs. • **Helping your audience understand the message** The main reason for being organized is to improve your chances that people will understand exactly what you mean. Good organization also helps you to get your ideas across without upsetting the audience. Good organization helps to motivate the audience to accept your message. • **Saving your Audience's Time** Well organized messages are efficient. They only contain relevant information, so the audience does not waste time with superfluous information. • **Simplifying your Communication Tasks** Finally, a well organized message helps you to compose your message more quickly and efficiently. Before you start to write, organize your message in a way that it is easy for readers to comprehend.

Types of Letters

• Job application letters

• Acceptance letters

• Transmittal letters

• Inquiry letters

• Technical-information letters

• Letters of recommendation

Elements of Letter

Business letters have the following elements:

• Heading • Date • Recipient's address • Salutation • Body • Closing • End notations

Proposal Structure:

• Front matter • Body • Introduction • Technical approach • Management requirements • Work plan • End matter

Completeness

Provide all the necessary Information

• Who • What • When • Where • Why

Answer all the questions asked

Give Something Extra when desired

Conciseness

Conciseness is saying what you want to say in the fewest possible words without sacrificing the other C qualities. A concise message saves time and expense for both the sender and the receiver.

Seven C's of effective communication. Following are the seven C's of effective communication: 1. Completeness 2. Conciseness 3. Consideration 4. Concreteness 5. Clarity 6. Courtesy 7. Correctness

• **Consideration** Ways to secure consideration are: ○ Focus on 'you' Instead of 'I' or 'we' ○ Show audience benefit or interest in the receiver ○ Emphasize positive, pleasant facts

Make the gender words concise

Mankind

Man made

Man power

Characteristics of Technical Writing

Technical writing, just as any other form of writing, has certain characteristics which distinguish it from other types of writing. It is very different from writing opinion pieces, essays, prose, non-fiction or fiction.

- It is clear and straight forward. If you are interested in technical writing for professional purposes, it is very important to know that this type of writing requires that the writer stick to the subject matter and relay information in a clear and concise manner.
- The language is very direct and straight to the point. The writing will avoid words that people do not understand and will avoid an eloquent writing style.
- It is very detailed and informative. The perfect example of technical writing is a textbook. The written content of most textbooks is geared to providing information by describing the subject matter as fully as possible.
- It is very structured. This type of writing has a very obvious composition that makes it easy for the reader to follow along. Solid structure is needed with technical writing as it allows the audience to easily access the information as needed.

Importance of Business and Technical Communication Learning 'Business and Technical Communication' helps a person to identify different roles at work place. For instance, you will need to identify your two roles at work. As a specialist, you will need to generate ideas which will be potentially useful. Secondly, you will need to share the results of your ideas with co-workers and customers as a communicator.

Memo to principal

Name of the School Principal`s
Name Complete Address
Email Address
Fax Number

Contact Number
Your Complete Name
Complete Address
Email Address
Contact Number
To The Principal,
Have A Great Day!
I am Maria Cecilia Ferion,I am currently working in this institution position for the Grade IV student-St.Augustine.I composed this letter just to let you know that we need computer for the children,specially that they growing up and needed additional information for the technologies. Those computer will give us a big benefit and its easy for them to learn all the new strategies if we talked about all the computer data information. Due to in demand technologies in different world now a days I want them to learn the new technologies that only computer can help them to motivate and open in the society. I can attached some of the advantages and disadvantages of having this kind of computer technology that will be needed by all the students. Thank you for reading this letter of mine it is an honor to be part and to be the voice of all the students in this institution. You can always call me for then formality appearance once you have some questions or you want to talked me in a personal meeting. Yours Truly,.

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