

24A

OBJECTIVES

- To learn to format interoffice memos.
- To process memos from arranged and semi-arranged copy.

**Conditioning Practice**

Key each line twice.

- alphabet 1 Zack Gappow saved the job requirement list for the six boys.
- figures 2 Jay Par's address is 3856 Ash Place, Houston, TX 77007-2491.
- easy 3 I may visit the big chapel in the dismal town on the island.
- gwam 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

TO: Maria Gutierrez, Secretary ↓1

FROM: Jackson Phipps, President ↓1

DATE: *Current Date* ↓1

SUBJECT: Next FBLA Meeting ↓1

At 2" (3 returns down)

Our next Future Business Leaders of America meeting is scheduled for this Friday at 6:30 p.m. in SSS 400F. Please put up the posters to remind members. ↓1

Default  
or 1" SM

Based on the attendance at the last meeting, you should have 45 copies of the attached agenda and the minutes to distribute. We will be going over five more competitive event descriptions at the meeting. You can make copies of the descriptions from the FBLA-PBL National Site ([www.fbla.org](http://www.fbla.org)). The events that we will be covering at this meeting are: ↓1

*Future Business Leaders*  
*Entrepreneurship*  
*Electronic Career Portfolio*  
*Word Processing 1*  
*Business Communication* ↓1

Hold down the Shift key when you return after the first four items in this list to avoid extra space between lines.

Thank you again for all the time and effort you devote to our organization. You set a great example for other FBLA members at Jefferson High School to follow. ↓1

xx ↓1

Attachment

Shown in 11-point Calibri with 2" top margin and 1" side margins, this memo appears smaller than actual size.

**Interoffice Memo**