

## Writing Center Handouts

### Formatting Memos

Name (First, Last)

Memo # - Article: Name of Article Here  
By Author(s) Name Here

**Summary:** Summarize the central theme of the article in a concise paragraph, providing a brief overview of the main idea presented in the text.

1. **Title #1:** In this area discuss the article's main points using the numbered titles, offering a concise summary of crucial information and key discussions that take place in each section.
2. **Title #2:**
3. **Title #3:**
4. **Title #4:**

**My Opinion or Questions:** In this portion share your thoughts/opinions about the article here, along with any questions it may have raised for you.

### Tips to Write Memo

- Use clear, straightforward, and precise writing!
- Read the article thoroughly to make sure you are prepared to write and understand the information being provided.
- Keep the memo concise, typically two pages.
- Use clear and simple language. Avoid unnecessary jargon and technical terms unless your audience is familiar with them.