

## Guidelines for:

### **COMMITTEE DOCUMENTS: MEMORANDUM (formal documents used in an office or business setting to communicate with the employees)**

- Use Short memo- use A5 paper (landscape) OR Long memo- use A4 paper (landscape or portrait orientation) – (letter or legal type)
- Left margin, right and bottom margins 1” Top margins 2” **(or as directed)**
- Main Heading (name of document):
  - align left or center (blocked style) OR Center align (indented)
  - Type MEMORANDUM - ALL CAPS or Spaced Capital as instructed
  - Sub-Headings – punctuated for indented style only
  - Tab headings to align (at least twice)(TO FROM REFERENCE DATE SUBJECT)– CAPS or Initial Caps - Double line spacing between
  - Date – format based on style of document
- Type the paragraph of body in single space (two clear line spaces between)
- Enumerated items - align left (blocked)
- Writer authentication initials (4 line spaces between)
- Copy notation (1 line space between) (name include
- Document free from errors
- Insert full name and document name in the header (style included)

## Guidelines for:

### COMMITTEE DOCUMENTS: NOTICE WITH AGENDA (document communicating information about a meeting)

- Set to single line spacing
- Top margins 2 or 1.5", right 0.5 or 1", left 1" (OR ACCORDING TO INSTRUCTIONS)
- Paper – A5/Landscape Or A4 (as directed by the teacher)
- Font- Times New Roman
- Font size - 12 (contents within document)
- Document Style – (Blocked or Indented)
- Main heading – name of document (NOTICE OF MEETING)
  - 1 or 2 spacing between words
  - Blocked (Left) Indented (centered)
  - Name of Organization for Notice in Caps or Spaced Caps (optional)
- Triple spacing after heading
  - (2 clear line spacing – enter three times)
  - Closed Capital or All Caps (Spaced Caps if instructed)
- Body –
  - two clear line spaces after main heading
  - Single line spacing
  - Double spacing between paragraphs
- Enumeration -
  - Blocked – left aligned, no punctuation
  - Indented – indent, fully punctuated
  - List items 1 clear line space below word AGENDA (enter twice)
  - 1 clear line space between items (enter twice)
  - 2 character spaces after numbering
- Inset –
  - 0.5' left and right indent setting
  - Single spacing

- AGENDA–
  - CAPS, SPACED CAPS or Initial Caps (emboldened and/or Underscore)
  - Aligned left (blocked style) Center align (indented)
- End – Name, Designation and sometimes Date
  - Blocked style – left aligned
- Indented style – indent about 3”
- 4 line spaces** after agenda
- Type in single line spacing**
- Copy notation – cc and name (**1 line space** after name/designation)
- Document is free from errors
- Punctuation – full punctuations for indented style only
- Insert full name and document name in header (style included)

**EXAMPLES:**

Agenda – Initial capital

AGENDA – ALL CAPS

A G E N D A – SPACED CAPITAL

## Guidelines for:

### COMMITTEE DOCUMENTS: CHAIRMAN'S AGENDA (assists a chairman in conducting a meeting)

- FOLLOW all other rules applied in preparing the regular agenda
- Use letter-sized paper
- Left margin 1.5" and Right margins 1" Top margins 2" **(or as directed)**
- NOTICE main heading - Type the name of organization in CLOSED CAPITALS (or instructions given) (left for blocked or center for indented style)
- Main Heading (name of document): CHAIRMAN'S AGENDA
  - 1 or 2 spaces between each word**
  - align left** (blocked style) Indented 0.5" (for indented style)
  - Type Chairman's Agenda - ALL CAPS or Spaced Capital as instructed (triple space after)
  - Heading - NOTES – right margin same line with Chairman's Agenda (double space after)
- Type the paragraph of body
  - Single spacing
  - two clear line spaces between paragraphs
  - Indented style – indent first line
  - Blocked style – align to left margin
  - \*Set tab 3" – NOTES section – type the number to correspond to agenda (e.g. 1)**
  - Format date based on style used
- Enumerated items –
  - align left (blocked) or indented/align with indented paragraph (0.5") OR start at margin
  - Two spaces between
  - Punctuation based on style
- Document free from errors
- Insert full name and document name in the header (style included)

### Other options:

- Set tab at 3" then place right bracket – 2 spaces add number
- Set tab at 3", select bar to insert vertical line – then set tab at 3.13" and add number