

## 2.5.15: Introduction to Internal Emails and Memos

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What you'll learn to do: Compose emails and memos intended for an audience within the same company or team as the writer



Since email and memos are part of the daily workflow it is important to be aware professional standards that need to be followed in today's workplace communication. When considering these standards of professionalism, what are the key features of an email intended only for internal distribution? How do we write an internal email message? How do we write an internal memo?

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