

Memo # 1: Culture's Impact on Communication

In a properly formatted memo addressed to your instructor ([memo design](#)) discuss the importance of understanding the opportunities and challenges of intercultural communication.

In order to prepare this memo properly, you will need to review your text, prior to beginning this assignment.

Be certain to properly reference your sources.

Month Day, Year

To: Insert Instructor's Name, Title

From: Insert Your Name (use italic fonts for your initials)

Subject: Culture's Impact on Communication

Introduction/Opening: Begin your memo with an introductory paragraph explaining the importance of understanding the opportunities and challenges of intercultural communication.

Body/Discussion: In the body of your memo, briefly explain the differences between high-context and low-context cultures and how cultures around the world vary widely in the role that context play in communication.

Continue the body of memo by explaining how culture affects business communication. Create a bulleted list with recommendations. Please refer to [creating lists and bullets](#) to clarify and emphasize.

Conclusion/Closing: Begin your closing paragraph with a courteous transition and a brief summary of the message's content. Conclude your memo with by indicating how the reader may contact you if he/she has questions about the content of the memo.