Your assignment is to produce a memo using correct formatting.

You are my assistant and you will be typing this memo for me. Before you begin I recommend you review your notes and the model memo. Also read the memo before typing.

I am writing to Middle School Students. Use my name as Mrs. Ziegler and the date that you actually type the letter. The subject is Keyboarding Technique and Ergonomics.

Put your school heading on the paper and save it as IN_Ergonomics_memo.

Below is the memo:

Ergonomics is the science of designing equipment and workspace for a comfortable and safe working environment. This includes how your monitor, keyboard, and chair are positioned. Ergonomics also includes how you sit and use the equipment at your workstation. Not using your workspace properly can lead to unwanted and painful injuries.

Injuries that occur when someone performs a task repeatedly, causing the build up of waist products in muscles, are called Repetitive Stress Injuries or RSI. An injury that can occur from using the computer for hours without proper body posture and improper technique is called Carpal Tunnel Syndrome or CTS. Some of the symptoms of CTS are numbness in the thumb, pain and tingling, and swelling in the wrist and hand.

A good way to not be a victim of RSI or CTS is to use good keyboarding technique. This includes having your elbows naturally by your side, your fingers curved on the keys, and sitting up straight with your back against your chair. You should sit about 24 inches from the monitor and have the top 1/3 at eye level.