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Faculty of Economics, Business, and Management
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Communication and administrative writing
Courses for master's degree in management
The academic year 2023/2024

The Telegram

The official telegram is an administrative document for news or for a brief presentation of an important and urgent matter, or to give instructions or to remind of a previous unanswered correspondence, and this is done in a quick and concise manner. The name "telegram" is derived from the telegraph, which was a means of communication that appeared in the mid-nineteenth century and allowed the rapid transmission of messages through codes.

We only use the official telegram in urgent cases, and it may be directed to either an administrative head, a colleague, or a subordinate.

Its administrative form includes:

1. Title: "Official Telegram"
 2. Sender and Receiver Information: For the recipient, their last name or commercial name and their address should be stated.
 3. Registration Number, Date, and Subject
 4. Text: It should be in a telegraphic style, limited to the necessary words to understand the telegram, without using any complimentary phrases or words that can be dispensed with.
- 5- Signature, mentioning the name and capacity of the signer

Example of a Telegram

People's Democratic Republic of Algeria

Ministry of Higher Education and Scientific Research

Directorate of Wired and Wireless Communications

Telegram Sender: Director of Human Resources for the Ministry of Higher Education and Scientific Research

Recipient: Mr. So-and-so, residing in... Municipality, Province.....

Dispatch Number: Date:/.../.....

We request you to assume your new position before the date, otherwise you will be replaced by the next candidate on the reserve list.

Signature

Director of Human Resources for the Ministry of Higher Education and Scientific
Research Mr.