Memo to: EE475 Students
From: R.C. Maher
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Reference: Memo Report Format

Summary: This memo describes the *Informative Memo Report* that is be used for laboratory write-ups in EE475. The Memo Report style includes *Summary*, *Introduction*, *Main Body*, and *Conclusion* sections, plus an appendix with relevant computer code and program output.

Introduction:

The Informative Memo Report is intended to be a complete description of the lab experiment, but written succinctly for a knowledgeable reader. This type of memo should allow you to discuss the important topics and describe what you accomplished. The ideal memo will be at most three pages: cover the information in a concise, precisely crafted manner. Choose your words carefully and *engineer* your document to be brief and effective.

Typical Memo Organization:

The Informative Memo Report organization can be like this memo. The *Summary* should be written so that your busy boss can get the meat of your memo without having to read the entire thing. The *Introduction* should bring the boss up to speed about what you are going to write about in the rest of the memo, including the key results. The *Body* of the memo should be given an appropriate title (like "Typical Memo Organization" used in this case), and the main goals of the body are the following:

- Cover all points required by the boss.
- Allow the boss easily to get the information you want to convey.
- Write complete sentences: do not just answer questions with 'yes' or 'no'.

In the body you should do the following:

- Stick to the point.
- Don't be wordy.
- Use text formatting, such as **bold**, *italics*, bullets of different styles, and `alternate font` **styles** to enhance your presentation and let the boss quickly see your main points.
- Include circuit diagrams, code excerpts, figures, and graphs if needed.

Concluding Sections:

If you wish to expand on the Summary given at the top of the memo, a concluding section might be given. You could entitle it simply *Conclusion*, or *Recommendations for Further Work*, *Summary Comments*, or any other title that tells what the boss is going to see when reading the conclusion. Code listings and program verification results can be included as an appendix. Remember, the goal of any written or oral presentation is to communicate.