

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 to be used for laboratory write-ups in EE475. The Memo Report style includes *Summary*, *Introduction*, *Main Body*, and *Conclusion* sections.

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 two 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 Section:

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. Remember, the goal of any written or oral presentation is to communicate.