

Technical Memorandum (TM)

TO: MEEN 489 Students
FROM: Class instructor
Subject: Writing Technical Memos
Date: February 1, 2011

SUMMARY OF THIS MEMO

This memorandum explains (and demonstrates) how to write a technical memorandum (TM). Webster's defines a memorandum as a "*usually brief communication written for interoffice circulation . . . a communication that contains directive, advisory, or informative matter*". Adding the adjective "*technical*" implies a certain degree of structure both in format and content. A TM is a concise and well written communication approximately three to six pages long¹ that:

- defines a task,
- specifies the objectives of the task,
- identifies and outlines a solution method and/or an experimental procedure,
- reports and discusses the results of implementing the solution and/or the recorded performance from field or laboratory measurements, and
- provides conclusions and recommendations.

It is often necessary to include appendices containing data, sample calculations, etc. to support statements made in the main body of the Memo. A description of the various parts of a TM follows.

HEADING

The heading should follow the format of this memo. The tech memo must be dated. (All correspondence, analysis, etc. should be dated.) The heading of a memo contains parts for "TO", "FROM", and "SUBJECT". The TO part identifies the recipient of the memo by name and title, i.e., a manager or a superior or a customer. The FROM part identifies you by name and position; e.g., Joe Studious, Shop Manager. The SUBJECT part is equivalent to a title and tells what the memo is about as completely and concisely as possible.

EXECUTIVE SUMMARY

Concisely define the task in terms of the objectives of the work and specify any restrictions or constraints. Summarize the major findings, conclusions and difficulties found. Sound engineering practice demands a precise usage of technical terms and short sentence structure. This is not an introduction; do not give a lot of background and motivation. The recipient of the TM(may be) is knowledgeable about your work and you do not need to explain to him/her why you are doing it. You must explain exactly what you are going to do, but you do not need to give the motivation for the project. (The total length of this section should not exceed 200 words).

METHOD

Describe the method used to solve the problem (theoretical, experimental, or both) including any major assumptions, derivation of important equations, and/or experimental procedures. Describe the physics of the problem, show assumptions for the physical model and the governing equations of motion, including boundary and initial conditions. Provide a concise nomenclature to follow.

This section almost always requires some sketches or drawings, i.e. figures. The main text should always refer to the figures before they appear. The writer needs to explain the items depicted with attention to trends

¹ Type font should be maximum 12 points, 1 or 1 1/2 spaces and with 1 inch margins in 8 1/2 by 11 inch pages.

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Table of Contents Memorandum 201electro Technology

1. Understanding the eBook Memorandum 201electro Technology
 - The Rise of Digital Reading Memorandum 201electro Technology
 - Advantages of eBooks Over Traditional Books
2. Identifying Memorandum 201electro Technology
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Memorandum 201electro Technology
 - User-Friendly Interface
4. Exploring eBook Recommendations from Memorandum 201electro Technology
 - Personalized Recommendations
 - Memorandum 201electro Technology User Reviews and Ratings
 - Memorandum 201electro Technology and Bestseller Lists
5. Accessing Memorandum 201electro Technology Free and Paid eBooks
 - Memorandum 201electro Technology Public Domain eBooks
 - Memorandum 201electro Technology eBook Subscription Services
 - Memorandum 201electro Technology Budget-Friendly Options

6. Navigating Memorandum 201electro Technology eBook Formats
 - ePub, PDF, MOBI, and More
 - Memorandum 201electro Technology Compatibility with Devices
 - Memorandum 201electro Technology Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Memorandum 201electro Technology
 - Highlighting and Note-Taking Memorandum 201electro Technology
 - Interactive Elements Memorandum 201electro Technology
8. Staying Engaged with Memorandum 201electro Technology
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Memorandum 201electro Technology
9. Balancing eBooks and Physical Books Memorandum 201electro Technology
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Memorandum 201electro Technology
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Memorandum 201electro Technology
 - Setting Reading Goals Memorandum 201electro Technology
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Memorandum 201electro Technology
 - Fact-Checking eBook Content of Memorandum 201electro Technology
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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on the ceiling and on the west wall behind the altar

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