# **Example of Technical Memo**

#### MEMORANDUM

TO: The Person in Charge

FROM: Your name

DATE: May XX, 2000

SUBJECT: Results of analysis on Fluid Fluidity

#### Introduction

Several experiments have been conducted to determine the effect of variable permeability on heat transfer in porous media. A porous medium was formed by using two different size glass beads, 3 mm in diameter and 5 mm in diameter. Each size was constrained in a single layer, so one could study the interactions between homogeneous porous layers of different permeabilities. The experiments were conducted in a cylindrical convection cell composed of a Plexiglas cylinder bounded on top and bottom by heat meters. Through the heat meters a constant temperature fluid would flow so that a temperature gradient could be established. From the temperature and heat flux measurements a convective heat transfer coefficient and Nusselt number can be determined.

#### Results and Discussion

Two sets of experiments were conducted. In the first set the lower porous layer had a higher permeability than the upper layer while in the second set this situation was reversed. The results, in terms of Rayleigh number versus Nusselt number plots, are shown in Figure 1. The most striking trend from this figure is that at low Rayleigh numbers the data fall on similar curves, but at a Rayleigh number of 80, there is a sudden shift upwards in the Nusselt number for the case of low permeability over high permeability. Often a sudden shift in a Rayleigh number - Nusselt number curve would indicate a change in the fluid mechanics. It is proposed that when the lower layer is a high permeability layer, convection at low Rayleigh numbers occurs only in the lower layer, the upper layer being in conduction mode. Then at a Rayleigh number of about 80, convection begins in the upper layer. Apparently, the low permeability upper layer nearly acts as a solid surface. Evidence of this proposition is shown in Figs. 2 and 3 which show the Rayleigh number - Nusselt number relationship for both the upper layer

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