

Appendix C

Writing a Memorandum or Report

As a professional in your field, you will be expected to communicate effectively with your colleagues, supervisors, and the public. E-mail is a standard method for communicating ideas, information, and results. However, written memorandums and reports are still quite commonly used in natural resource organizations. This Appendix focuses on two types of written communication (memorandums and reports), although we would hope that you will apply some of the same concepts described here to e-mail communications as well. This Appendix is designed to illustrate standard memorandum and report formats as well as the numerous pitfalls students may encounter when developing them. Upon reading this Appendix, you should be able to:

1. Understand the elements and characteristics of a well-written memorandum.
2. Understand the elements and characteristics of a well-written report.
3. Understand the difference between the two reporting options.

C.1. MEMORANDUMS

A memorandum is a relatively brief form of written communication typically used within office settings for communicating specific information. A basic memorandum contains five distinct structural elements:

- The date that the memorandum was created
- The name of the person who created the memorandum
- The name of the person to whom the memorandum is addressed
- The subject of the memorandum
- The content of the memorandum

It is not imperative, but at the top of the memo, the word *Memorandum* might also be placed. The most common errors related to the date of the memorandum include using the incorrect year, and using a date that is prior to the date that the memorandum actually was written. The name of the person writing the memorandum should be

obvious (you). The name of the person to whom the memorandum is being addressed ideally should be represented by the name of an actual person or group of persons, as opposed to "Instructor," "Lab TA," or some other set of words. If you find an entry for "cc:" ("courtesy copy", or the older term "carbon copy") in a memorandum template, then you would place here the name of a person to whom the memorandum was copied.

The subject line of a memorandum should adequately describe the content, and use descriptive terms such as "Sampling results from stand 35," rather than more vague terms such as "Lab 5." Some memorandum templates use "Re:" to represent the subject line ("Re" is an abbreviation for "Regarding"). **A memorandum typically refers only to one subject, so that the results or discussion that it contains can be filed in the most appropriate place.**

The content of a memorandum needs to present information in a logical manner, and in a manner that conveys results clearly, correctly, and concisely. Some important considerations for the content of a memorandum include the following:

- The objective of the work
- The approach that was used to collect and process information
- A summary

A number of items are probably not appropriate for a memorandum, such as a description of the standard equipment that might have been used (diameter tape, etc.), and other basic information that natural resource management professionals should take for granted, such as how many paces were needed to locate sample plots. **However, other appropriate topics for memoranda may include changes in organizational procedures, changes in strategy with a supporting justification, or recommendations for new capital purchases like buying a truck.** If figures or tables are referenced within a memorandum, then they must be attached to the memorandum. The converse holds as well: if figures or tables are attached to a memorandum, then they must have been referenced within the memorandum.

Memorandum Science N

National Science Foundation (U.S.)



Memorandum Science N:

Science and Technology Korea (South),1995 **Science and Technology Report** National Science Foundation (U.S.),1978 **Japan and the Politics of Techno-globalism** Gregory P. Corning,2016-07-08 Techno globalism is the term used by policymakers to describe the process of opening government and Research and Development programs to foreign participation This book focuses on Japan s approach to techno globalism in particular the policies of the Ministry of International Trade and Industry MITI It also explores the politics underlying the approach to this issue in the triad of leading R D centers Japan the United States and the European Union The author examines various theoretical approaches to the political economy of globalization and he describes systems of innovation in Japan the United States and the European Union emphasizing research linkages among forms national labs and universities Science and Technology United States. Congress. House. Committee on Energy and Commerce. Special Subcommittee on U.S. Trade with China,1984 **Oral Evidence, Memoranda and Appendices to the Interim Report** Great Britain. Royal Commission on National Museums and Galleries,1928 **Science and Technology Act of 1958** United States. Congress. Senate. Committee on Government Operations. Subcommittee on Reorganization,1958 **Mapping Research and Innovation in the Republic of Mozambique** Kahn, Michael,UNESCO,2021-02-09 *Monthly Catalog of United States Government Publications* ,2004 *Science and Technology Act of 1958* United States. Congress. Senate. Committee on Government Operations,1958 *Science and Technology Act of 1958* United States. Congress. Senate. Committee on Government Operations. Subcommittee on Reorganization, Research, and International Organizations,1958 Focuses on establishment of Federal scientific information storage and retrieval program **The U.S.-Japan Science and Technology Agreement: A Drama in Five Acts** Cecil Uyehara,2017-11-22 This title was first published in 2000 An account of the 1988 US Japan Science and Technology Agreement 88STA The research methodology of the study is based on interviews and analysis of the relevant documents and articles augmented by an analysis of selected studies on US Japan and science and technology relations The author hopes to increase the reader s understanding of the bureaucratic process and negotiations within the US and Japanese government in drafting an agreement and the interaction of the negotiators in the outcome increase our knowledge about how the US Japanese relationship in science and technology in the public sector is managed throw some light on how domestic factors impact on preparing for a negotiating a new agreement between the US and Japan on science and technology develop insights into the negotiating styles of each country assess its role as a model agreement for negotiating similar agreements with other countries learn some lessons for future negotiations with Japan in the science and technology area and with other countries if this Agreement is to be used as a model *Monthly Catalogue, United States Public Documents* ,1994 **Resources in Education** ,1982 **General memoranda and oral evidence** India. Calcutta University Commission, 1917-1919,1919 *Science and Technology* National Science Foundation (U.S.),1981 *Light and*

Lighting and Environmental Design ,1916 *Evidence and documents: general memoranda and oral evidence* India.
Calcutta University Commission,1919 *Report: Evidence and documents: general memoranda and oral evidence* India.
Calcutta University Commission,1919 Australian National Bibliography: 1992 National Library of Australia,1988
Australian National Bibliography ,1978

Memorandum Science N Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Memorandum Science N**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

<https://staging.conocer.cide.edu/files/Resources/Documents/getting%20the%20most%20from%20wordstar%20and%20mailmerge%20things%20micropro%20never%20told%20you.pdf>

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Memorandum Science N :

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