

Engr100: Internal Memorandum

To: Engr100 Students

From: "*****Heng-LwJ ukj (Hqpi), instructor

Subject: Component test memo writing

Date: March,30,2009

The purpose of the component test memo is to share the information you got from the component test to the whole class (Thus it's from you to the Engr100D students). Sketch / Drawing / table / graph, etc. are encouraged for better communication. Following the format of a memo and the points we mentioned in the email, this assignment has to include the following sections.

1. Objective of your component test

-Why do you need to do this component test? What kind of information do you want to get and where can it be useful?

2. Test preparation and procedure

-How do you prepare your test? (For example, how do you prepare your specimens for the test?) -How do you do the test? (Test setup, test steps, numbers to record, etc.) -You don't need to be detailed on this part.

3. Test result and recommendation (This is the most important part)

-What is the test result, and what kind of relation do you find? (Show your results in graphs or drawings. For tension test, graph the overlap length and strength relation; for compression test, graph the overall length and strength relation; for torsion-bending test, draw or photo your specimens and add explanation.)

-What does the result mean and how do you use this result in your bridge design? (For example, you found that a specimen made of "tall" cross section is more rigid than one made of "flat" cross section. So you can recommend to use "tall" cross section to make a stronger/rigid bridge.)

4. Conclusion

-Conclusion is usually a recap of previous sections. No new information should be stated in this section.