

## ENGR 100 MEMORANDUM

This is very important, points will be taken if you do not have proper format

TO: ENGR 100 C  
FROM: Feng-Ju Hsieh (Fong)  
DATE: Mar. 30, 2009  
SUBJECT: Proper Memorandum Style and Format

Because writing, particularly writing memorandums, is so critical to successful engineering students and practicing engineers, I thought I would provide you with the basics of a good memo in the form of a memo. Below you will find descriptions of the address, introduction, body, and conclusion of a typical memo, as well as some general writing notes.

### **Address**

The address of a memo may look familiar to you as email is the electronic derivative of internal memos. This doesn't mean, however, that you can write a memo in the shorthand style that many write emails in. If you choose, a general letterhead can be placed centered at the top of the page, but you may not omit any other part of the address. Regarding the date, please use the date the memo is due in class, not the day you wrote it. When writing the subject line, take care to be specific. Do not write, "Assignment #1."

### **Introduction**

The introduction should provide enough background information and context to familiarize the reader with the situation and your purpose for writing. You should also provide a brief summary of your main points. The introduction usually is not delineated by a heading, but it can be.

### **Body**

In the body of the memo, you explain in further detail what you summarized in the introduction. A good way to do this is by grouping topics into bulleted lists or headings. Bullets are good in giving little bits of information quickly. Often times, keywords and phrases are sufficient for lists, but full sentences are acceptable, too, but be consistent. Headings are good because they offer easy transitions from topic to topic. If you are including graphs, tables, or pictures, be sure to talk about them *before* embedding them in the text and reference them by name. Graphs and pictures are called 'Figures' and tables are 'Tables' they each have an independent numbering system starting at one. However, each figure or table should have a descriptive title as well.

Your conclusion should be concise and accurate according to your above statement

### **Conclusion**

This is not a traditional conclusion where you reiterate what you've previously stated, but it's a time where you can develop a relationship with whomever you're corresponding. If further contact is needed, you would provide such information accordingly.

### **General Notes**

Please choose an appropriate font for the situation. Remember this is a business document, so stay away from extravagant fonts. For the benefit of those reading your memos use 12 pt font and double space. A common formatting practice is to use serif typefaces for body text and sans serif for headings and titles. Serifs are the little tails in the letters which make reading easier because of the flow of the characters. Sans in Latin means without, so sans serif typefaces are blockier which makes them better for boldface. Also, please notice the tone of this document. The writing is formal, but not strict. For example, the use of the first-person is acceptable. Finally, memos are not signed, but they are initialed next to your name. I hope that this answers many of the questions you may have regarding memo writing. If you have any further concerns, please email me at [fongru@u.washington.edu](mailto:fongru@u.washington.edu) or stop by ME114.