ENGR 100: Internal Memorandum

**To:** ENGR 100 Students

**From:** Feng-Ju Hsieh (Fong), instructor

**Subject:** Introduce yourself

**Date:** See the date on the class website

We want you to be familiar with your classmates and the layout of a memo. Write down an introduction of your (1) Name and contact information ,(2) personal interests, (3) characteristic, (4) future plan in your study, (5) your goal before graduation and (6) anything that you want to let people know.

This is a group assignment. So please send one document include the profile of your entire team member. Each person should have one photo in the document and we will post it on the website (1 A4 page max for each person). Please email your document to TA.

File format should be **Microsoft word file or html file**. If you use Apple based computer, please transform the file to format that can be read by Microsoft word. **Please do not attach the text to email and do not send photo separately with your document. Wrong file format will not be accepted.**