Memo Style Laboratory Report

The "Memo" style laboratory report is to be used when you are reporting brief findings of a simple experiment. This report should be short and clear and "engineered" for effectiveness. The "audience" can be assumed to have a technical background and they do not need to repeat the experiment.

The report should be written in the 3rd person using almost exclusively the past tense. Except, when describing facts that are always true, in which case the present tense should be used. As always, use complete sentences. Nothing should be clipped and avoid jargon. However, keep your sentence and paragraph lengths relatively short.

Do not crowd the top of the memo. You should use a 12pt font and a style that does not grate and is not flashy. Alternate styles to emphasize key points; but, do not do this excessively. The document should be single spaced with margins of 1". If you use section headings, they should be aligned with the left-hand margin and in a bold or italicized font.

Always, get to the point. Your report should be a complete description of your experiment, but brevity is the name of the game. Be professional, not chatty or witty. Remember, your "boss" wants quick information, not entertainment. A nice example of a memo style report can be found at http://www.writing.engr.psu.edu/workbooks/memo-report.html.

The layout should be according to the following.

**Heading**

**To:** Recipient(s) of the Memo; Name(s) and Job Titles.

**From:** Writer of the Memo (Handwrite your initials after your name as a "signature.")

**Date:** Complete Date

**Subject:** Title of the Memo (Use Initial Capitals)

**Body**

Here is where you address your audience. Make sure the recipient will clearly understand the significance of the memo. Have you answered questions like, what tests have been performed, how was the data handled, what the important conclusions are drawn from the data and what
recommendations might you be making? For longer memos, you might include the following sections: Purpose, Summary, Procedures, Results and Discussion.

References

Do list references when needed.

Attachments:

List all attachments the reader can expect, in the order they should be expected. These attachments should include all longer data tables, graphs and schematics.

Copies to:

Copies should be sent to all interested parties, including any individual mentioned in the memo.