**Memo Report: Contents** - adapted from <https://engineering.purdue.edu/ME365/Textbook/communication_notes.pdf>

A Memo Report is a professional piece of writing. Write each section in a logical, coherent manner using complete sentences, correct grammar and punctuation. It should be no more than 3 pages long, not including the References and Attachments. The numbers on the left refer to the list of key memo report elements provided on the grading rubric / checklist.

6.1 **To: Dr. Mostafa Mehrabi, Mechanical Engineering**

**Professor Celeste Flores, Technical Writing**

**From: Your Name, Class Name**

**Re: Two-Part Title of Laboratory Report**

**Date: Date Submitted**

1. The opening of a Memo Report identifies the context of the communication. What questions are to be answered and why are they important? No heading is used in the opening segment. Instead, the memo begins with a statement of purpose. E.g. “I was asked to determine the...using... to calculate...and show...”
2. **Summary** (Results, Conclusions, and Recommendations)

The first major segment sums up the report by indicating what was found, what was concluded, and why. The evidence is also summarized. Observations made and analyses completed are included. The connections between analyses and conclusions are stated. This section should be labeled as **Summary**.

1. **Discussion** (Reasons and/or Evidence)

Each major element is discussed in turn. General statements convey the procedures, observations, and analyses (methodology) employed to reach the conclusions. Specific data are attached and referenced. Ideally each discussion segment is identified with a subheading such as **Results, Analyses, Commentary.**

* 3.1 Results area discussed with any relevant Table or Figure referenced, e.g. See Attachment A.
* 3.2 Analyses are described with any relevant attachments such as sample calculations referenced, e.g. See Attachment B.
* 3.3 Connections between analyses and conclusions are stated.
* 3.4 Remaining questions, if any, are identified.

1. The closing is set off by an extra open line, but no heading is used. No new development is introduced in the close. Thanks maybe included as well as an invitation for further communication.
2. Attachments: (Each attachment should be a separate page with a title).

6.3 Attachment A: Title (e.g., Sample Calculations)

Attachment B: Title

7.0 References: On a separate page, after the end of the memo and Attachments, list all reference information for material that is not original and which you cited in your report (i.e., technical specifications, equations, tables or figures done by someone else). Use ASME style.