

MEMO FORMAT for 3.014 Final Exam

Date: date of submission

To: person, title/address

From: person, title/address

Re: brief descriptive title of memo contents

Summary: a short paragraph summarizing intent of study, methods, main results, conclusions and recommendations. Use single spacing in this and all sections of the memo, with sections separated by a single blank line.

Background: Provide essential theory for understanding results presented in the memo.

Test Information: Provide details of the tests/experiments performed. For a memo, the level of detail should be sufficient for the reader to understand the experiments performed and the results, but not necessarily duplicate the study.

Test Results: Provide main results of study, including appropriate tabulated data.

Conclusions and Recommendations: address meaning of the results in the context of the objective of the study; make appropriate recommendations

Attachments - Attachments should be accompanied by self-contained captions that describe their content.