

## 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.