Memo

Date: February 3, 2025

To: Tobias Mahan, PhD

From: Group 7 – Me, Myself, and I

Subject: Lab 2 Format

Introduction

The introduction helps to orient readers to the memo. This should be written last, since it should orient people to what is there. It is easier to make a map once the terrain exists, instead of the other way around.

Results & Discussion

At the top of this section, you should have a few sentences that introduce the protocols. There are important details like who was involved, where the protocol comes from, and how long it took. You can also briefly describe the protocol, with very few details, so the reader knows what to look for.

Part 1

Describe the process of gathering information from section 3, 3.1, and 3.2. Briefly describe the pair and share procedure.

The person who described concise and precise was me. They found four major points. Those points were what I list here. The first point, including its relevance to technical communication, appears here. The second point, including its relevance to technical communication, appears here. The third point, including its relevance to technical communication, appears here. The fourth point, including its relevance to technical communication, appears here.

The person who described "direct" and "well-organized" was myself. They found four major points. Those points were what I list here. The first point, including its relevance to technical communication, appears here. The second point, including its relevance to technical communication, appears here. The third point, including its relevance to technical communication, appears here. The fourth point, including its relevance to technical communication, appears here.

The person who described Voice and Tone was I. They found four major points. Those points were what I list here. The first point, including its relevance to technical communication, appears here. The second point, including its relevance to technical communication, appears here. The third point, including its relevance to technical communication, appears here. The fourth point, including its relevance to technical communication, appears here.

The person who described Mechanics and Grammar was my cat, Mookie. They found four major points. Those points were what I list here. The first point, including its relevance to technical communication, appears here. The second point, including its relevance to technical communication, appears here. The third point, including its relevance to technical communication, appears here. The fourth point, including its relevance to technical communication, appears here.

Part 2 – Scenario 1

The first few sentences will define the problem to be solved. Things like audience, content, tone, and objective can be included.

To: Name <first.last@organization.org>

From: Name <first.last@organization.org>

Subject

Dear Person I am writing to,

Strong opening to the email. Start with your ask so they know what to lookl for

Provide evidence to justify the ask.

Restate your ask with a strong conclusion. Make sure that your conclusion includes a plan for follow-up, preferably with a schedule or timeline.

Sincerely,

Your name

After the email, write a few sentences to evaluate. Why was your email an improvement?

Part 2 – Scenario 2

This is just redefining the problem for a different. What do we have to change when sending an external rather than internal?

At the end, you might have a few sentences sort of wrap up, maybe connect the lessons learned in part 1 to the result in part 2.

Conclusions & Recommendations

This should be a paragraph or two wrapping up, making any recommendations.