MEMO

To: CEO Suzan Last
From: *[include your name]* Tiny People Transportation Unit
Date: January 28, 2019
Subject: Inefficient Transportation ✓

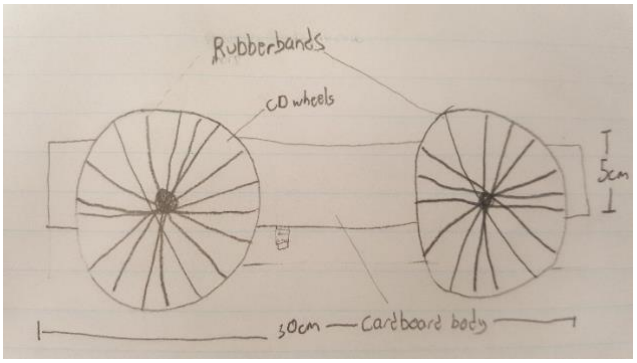
TP

The Limited Productivity in the Office ✓

In the daily life at the office, the Tiny People Transportation Unit consistently delivers hard copy documents from printers to the IGPPU (Immobile Giant People Processing Unit). The printers are only one straight meter away from the IGPPU, however, it takes approximately three minutes in order to travel there with documents. The delayed delivery rate is causing an unnecessary pile-up at the printer and reducing productivity at the IGPPU due to waiting for document arrival. Our objective is to simply deliver documents and return to the printer at a faster rate than it is printing. We are unable to attain this steady rate as we cannot travel fast enough with our tiny legs which causes us to fatigue quickly, thus decreasing our rate of delivery. ✓

The Manually Propelled Transportation Vehicle

An accountable[*word choice*?] solution to dramatically increase the rate of delivery would be to implement the Manually Propelled Transportation Unit into the office.



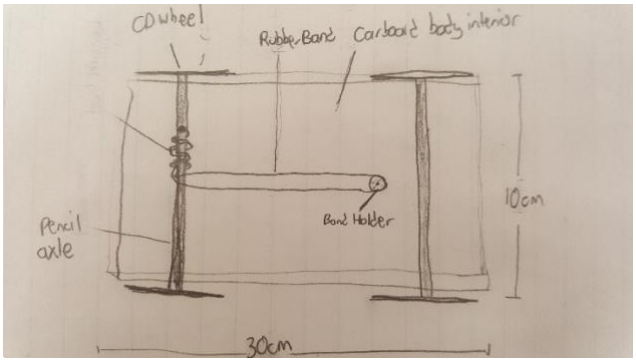


Figure 1. Side View *of what? Make captions more specific?* Figure 2. Top View

[*Give a clearer overview of the design first before getting into details about dimensions].* The design is 30cm long, 10cm wide, and 5cm high. In order to make it light-weight and easy to propel, the body is constructed from cardboard. The wheels are created from CD's wrapped in rubber bands as seen in Figure 1. Rubber bands wrapped around the CD wheels are to increase the friction force with the ground, to prevent the wheels from spinning out. Pencils that are attached to the wheels with hot glue form the axels. Hot glue is also used to hold together the body. The vehicle is propelled by wrapping a rubber band around one pencil axel and fixing the end to the axel with glue. The other end of the band is fixed to a band holder made from the stub

of a pencil near the center of the vehicle as seen in Figure 2. It travels exactly one meter in five seconds after releasing the rubber band wrapped around the axle. It can also be propelled in reverse by wrapping the rubber band around the axle in the opposite direction. ✓

Benefits of the Manually Propelled Transportation Vehicle

This design can be efficiently used to greatly reduce the amount of time it takes to deliver the documents. The vehicle allows the Tiny People Transportation Unit to

- Eliminate fatigue during deliveries
- Transport more documents at a time
- Travel from the printer to the IGPPU in seconds
- Return to the printer without changing direction of the vehicle. ✓

All these aspects will increase our rate of delivery ensuring that the IGPPU will be able to continuously process documents without any delay.

Estimated Cost of the Vehicle

The vehicle is relatively small and made up of a few simple materials. To consider the relative cost of the vehicle all materials are considered as well as the cost it would take to get the vehicle constructed and maintenance fees seen below in Table 1. ✓

Table 1. Material Costs [*ideally, your caption font should differ from your body font]*

Material	**Cost**
Cardboard	$5 *numbers should be right aligned in the column*
2 Pencils	$2 *make columns narrower*
Rubber Bands	$1
4 CD's	$8
Band Holder	$1
Hot Glue	$12
Construction	$30
Maintenance	$10 *add TOTAL row; don't make your reader do math…*

Improved Productivity

The Manually Propelled Transportation Vehicle is a simple mean[s] of rapid transportation for the documents. Approving this vehicle would allow our unit to consistently deliver documents to the IGPPU at a desired rate. The vehicle eliminates the constraint of fatigue from our unit during delivery, and ultimately increases the productivity for both our unit and the IGPPU.

Thank you for the time you have taken in order to consider The Manually Propelled Transportation Vehicle. We hope to hear back from you soon.✓

Tiny People Transportation Unit

Feedback checklist

Format • Correct memo formatting (see sample) • Body format adheres to **Style Sheet** • Effective use of headings and at least one list • Contains at least 1 figure and 1 table, properly captioned and referred to in the body text. • Effective use of white space to enhance readability • Adheres to word counts specifications (500-600 words)	*Excellent formatting!* ✓ ✓ ✓*(table could use minor adjustments; figure captions should be more descriptive)* ✓ ✓
Content/Organization adheres to 3-part memo structure • Header block and opening paragraph makes author, purpose, and audience immediately clear (rhetorical situation clearly conveyed) • Problem is clearly and fully defined in an organized manner • Middle expands on details (Technical Description of proposed solution; Assessment of the benefits) • Conclusion stresses the benefits of adopting the proposed idea to solve the problem • Closing expresses expected results/actions you would like your reader to take after reading this	*Excellent!* ✓*(include your name)* ✓ ✓*Great technical description, but don't forget overview* ✓ ✓
Expression • Formal professional style and vocabulary; no slang, colloquial expressions, clichés, etc. • Uses only measurable descriptors; no "ad-speak" • Concrete language; no vague generalities • Reader-centred approach • Positive and constructive tone Obviously, no grammatical, sentence structure, or punctuation errors. Work with numerous grammatical/usage errors will not achieve grades above a D level. These kinds of errors are simply unacceptable in professional documents, and you were expected to learn how to avoid and correct those in ENGR 110 (or equivalent course).	*Excellent formal style and concrete language.* ✓*minor revisions needed* ✓ ✓ ✓ *A couple of minor revisions needed.*
OVERALL	**13.5/15**