**To:** Students, EE-286

**From:** Patrick Kelley

**Date:** January 16, 2018

**RE:** Memo Template for homework

# **All homework assignments will be submitted in a memo format unless instructed otherwise. The formatting of the memo will normally be scored up to 20% of the assignment grade. This memo outlines the basic memo format used in EE 286.**

1. Use this file as template for your memos!
2. The “From” will be your name or your team number and the names of each team member (first and last names).
3. The date must reflect the day you wrote the memo! .
4. The memo must contain an introductory paragraph informing the reader of the contents of the memo.
5. The memo should close with a summary paragraph
6. Attachments should be noted.
7. The memo will be written in Calibri or Times New Roman, 11 or 12 point font.
8. Italics, bold or different size font may be used sparingly to show emphasis or to indicate subject headings.
9. Multiple pages should be numbered at the bottom of the page.
10. The first page should not be numbered
11. The text should be in left justified
12. All memos will be submitted as Word documents or PDF files. Other file types will not be accepted unless specified in the assignment.
13. Image attachments should be embedded in the memo; don’t make me open a half-dozen attachments to read one memo.

The above guidelines must be followed to receive full credit for the assignment.

Attachments: none