**Memorandum**

**To: Tom Leslie**

**From: (you)**

**Date: (month day, 2013)**

**Subject: Proposal for (type) Report on (subject)**

Per your request following is my proposal for XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. This proposal covers background on the topic, a look at the available research and a timetable for completion.

(link)

**Introduction**

In this section detail your specific topic and the type of report (select from the short report assignment sheet) that you will write. Explain who the audience for the report is and why it needs to be written.

(link)

**Background**

In this section provide details of the background of your topic including historical references to discussion of the topic. (Remember to cite your sources where necessary).

(link)

**Preliminary Research**

In this section discuss the types of sources you will be using to conduct your research and in list format, provide at least 3 specific sources you intend to use.

* Source 1 [#]
* Source 2 [#]
* Source 3 [#]

(link)

**Timetable**

Given the preliminary research I have completed, I am confident that I will be able to complete the assignment by the due date. Below is a timetable for completion of the major tasks.

|  |  |
| --- | --- |
| **Task** | **Completion Date** |
| **Complete Research** |  |
| **Complete Outline** |  |
| **Complete Rough Draft** |  |
| **Peer Edit** | **Mar25/29** |
| **Revise/Final Draft/Finishing** |  |
| **Submit report** | **April 8/12** |

(You may add tasks and dates to your table)

By adhering closely to the completion dates for the tasks, I will meet the deadline for the report.

(link)

**Call for Action**

In this section, end your proposal by summing up your points, inviting questions (say how you can be reached) and concluding with a specific call for action (i.e. approval to proceed).

**Note: Place citation information in IEEE format on a separate page titled *References* and attach the page to the end of your memo.**