**MEMORANDUM**

To: Professor Kelly Zepp

From: Manoj Vasa

Date: September 17, 2016

Subject: Understanding the Syllabus and Professional Technical Communication

I have read the syllabus and understood all of its contents. I will abide to all the terms listed in the syllabus.

Aaron Gordon is a professor in MSU. I've asked Professor Aaron Gordon about what technical communication I'd be using in my future employment. Professor Gordon has been a great help in giving me insight in this matter.

He’s explained that I’d be using the following documents in my future employment:

* Software requirements documents
* User manuals
* Programmer’s manuals

I’ve been told that the proper citation style in computer science professions is APA citation style.

Professor Aaron Gordon’s email is gordona@msudenver.edu, and his office phone number is (303) 556-5319.

Thank you very much for your time.