

## Document Title

# MEMO

**To:** Traci Gardner  
**From:** Your Full Name  
**Date:** 21 January 2020  
**Subject:** Types of Writing in My Field

- Every memo begins with a Memo heading + To, From, Date, and Subject lines.
- The material to the right of the lines must align within itself. (See vertical line.)
- Double space (leave 1 blank line) between paragraphs.
- Do not indent paragraphs.
- Use hierarchical headings, in bold. Your title should be the largest, then work down from there. (The ones here are 18, 16, & 14).
- I tend to place headings right on top of text, but you don't have to. If you don't do this, leave 1 blank line between the heading and the text.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi euismod vel arcu. Quisque neque diam, consequat vitae enim vel, dignissim non erat eu aliquet. Aliquam fringilla nibh risus, eget molestie tortor vehicula et massa nec bibendum. Donec commodo ut est sed pretium. Etiam non tristique justo.

This is the intro paragraph. There is no need to give an introduction a heading, as it's obvious it's the intro.

## Approach

First-level Headings (main sections; same size, style)

Nullam eleifend lorem enim, in eleifend neque suscipit sed. Maecenas sollicitudin purus id orci posuere, ac tempus leo venenatis. Nulla bibendum odio mi, non luctus ante convallis et. Donec eleifend nisi vel sapien tincidunt ultricies. Vivamus congue nunc rutrum orci malesuada ornare. Aenean venenatis vitae lectus. Fusce non facilisis turpis.

When you have a section that includes subsections, make sure you include a sentence between the main heading & first subheading that introduces what's coming up.

## Types of Writing

From my research, I discovered that those who work in my field generally spend their time writing [identify 1], [identify 2], [identify 3], and [identify 4].

### Writing Type 1

Vivamus aliquam egestas. Quisque laoreet placerat risus. Cras tempus, orci eu gravida interdum, libero odio vestibulum orci, id tincidunt quam sem a elit. Donec rhoncus urna nec neque interdum laoreet.

"Writing Type 1" & other similar headings are placeholders for you. Replace them with the TYPE OF WRITING (e.g., trip report, text messages, emails).

### Writing Type 2

Second-level Headings (subsections; same size, style)

Etiam varius tortor ut vehicula tristique. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Vestibulum tempor tincidunt nunc. Duis nec tellus ac odio viverra tristique eu vel ligula. Duis pretium vehicula accumsan. Suspendisse congue, nisl ac vehicula imperdiet, lacus ante laoreet diam, non semper tellus neque in quam. Sed scelerisque blandit justo eget dictum.

### Writing Type 3

Morbi convallis efficitur diam, non lobortis leo fringilla vel. Proin molestie pellentesque enim vitae lacinia. In massa purus, ultrices faucibus accumsan nec, commodo sed felis. Maecenas at semper elit, ut porttitor odio. Donec tristique faucibus congue. Suspendisse bibendum augue et sapien fringilla feugiat. Integer faucibus augue non enim ultricies, ut aliquam sapien congue.

### Writing Type 4

Aliquam ac neque tincidunt, convallis ligula et, pellentesque augue. Cras auctor sapien sem, ac viverra massa iaculis nec. Duis neque odio, luctus quis massa et, laoreet vehicula sem. Morbi eget libero sem. Phasellus auctor, massa ut porttitor dignissim, quam metus auctor enim, ut accumsan nibh justo ut eros. Nulla facilisi. Nulla viverra pharetra neque vel convallis. Phasellus ornare nunc eget magna tempor, sed convallis lorem aliquet. Maecenas mattis orci vulputate lacus tempor, vitae lacinia quam sollicitudin.

### Conclusions

Vivamus aliquam tellus in eros imperdiet condimentum. Integer ac purus ultricies turpis consectetur accumsan. Fusce tempus turpis et ligula dictum vehicula. Phasellus hendrerit tempor purus, sit amet posuere orci malesuada suscipit. Vivamus condimentum enim ut felis mattis, rutrum maximus metus tristique. Nam pellentesque est sit amet metus pellentesque placerat. Maecenas dignissim fringilla bibendum.

If you have any questions about my research or my conclusions, please write to me at [youremail@vt.edu](mailto:youremail@vt.edu).

**For this report, you need a Conclusions section that includes your answers to this question: What did you learn about writing in your field from doing this research?**

**After that, you want to add a proper conclusion – and ending to the doc – that is simple and includes your contact info. Steal this one if you want!**