

MEMORANDUM

TO: Professor Lab N. Structor *[Name of your instructor]*

FROM: R. H. Student1 & R. H. Student2 --- Box Number

DATE: 12 December 1996 *[Date that you prepared the memo.]*

SUBJECT: Sample Laboratory Memo *[Brief Descriptive Title of the Lab]*

- Names of Group Members
- Box number for return of memo.
- Initials of each group member. (Every group member must initial the memo. Your initials indicate that you agree with the memo content.)

[First paragraph should briefly describe what was actually accomplished in the laboratory.]

[Remaining paragraphs should briefly discuss the main results and conclusions from the experiment. In the course of this discussion, you should provide a "guided tour" through the attachments pointing out the location of important information.]

[Attachments should be stapled to the memo in the appropriate order.]

[Additional details -----

- All figures and graphs should have captions or names.
- Memo should be no longer than ONE page and use 12 point type.
- As a technical communication, your memo will be graded for both content and format.]

Attachments

This phrase should be typed at the end of the memo if there are attachments.