

To: ENGR 199 Students

From: S. Scott Moor
Gerard Voland

Date: January 22, 2008

Subject: Memo Assignment for paper airplane simulator assignment

Please turn your paper airplane notes into a memo drafted according to the guidelines described in the two memos “Writing Technical Memos – Structure and Content for Memo Reports” and “Format Conventions for Technical Reports and Memos.” Below are listed some key specific guidelines for this memo.

Audience: Mr. Lou Sir, a Central Management bureaucrat who is obsessed with paper airplanes but has little technical knowledge.

Recommendations: The memo must include a recommendation of a particular set of conditions to run and the result of the final test on those conditions. This key recommendation must also appear on the first page of the memo.

Discussion subsections: Consider including the following sections in the discussion:

- Background (including nature of problem and a definition of the goal – what is the best flight),
- Methodology (description of how you searched for best flight conditions)
- Recommended Flight Conditions (including reasons)
- Alternative Flight Conditions (including reasons)
- Conclusions & Recommendations - including recap of best conditions

These are just a suggestion. If some end up awkward, short or redundant they can be combined with other sections. However, some form of a Conclusions & Recommendations close must be included.

First Page: The purpose and summary should make use of the entire first page of the memo.

Figures & Tables: Figures and tables are encouraged.

Due: the beginning of class – Monday, January 28, 2008 – this is a must meet deadline

Grading: see back of this memo

Paper Airplane Simulator Memo Grading

First Page:

_____ (3 pt.) Header Complete (To, From, cc, Date, Subject)

_____ (3 pt.) Purpose clearly spelled out in first paragraph

_____ (4 pts) Summary: On first page & includes

Summary of approach

Key conclusions or recommendations

Uses space available

Discussion

_____ (2 pts.) Logical organization/subheadings

_____ (3 pt.) Complete

Background (including clear statement of goal – what is the “best” flight)

Method (Approach used)

Comparison of options – best, alternatives and others

_____ (2 pts.) Clear & Concise

_____ (3 pts.) Close: clear conclusions and/or recommendations listed including what conditions should be run for the best flight.