

Engineering

FRED MEIJER CENTER FOR WRITING
AND MICHIGAN AUTHORS

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Memo Example

Memo

TO: Engineering manager¹
FROM: John Smith
DATE: January, 15, 2005
SUBJECT: Technical report on new system spec.'s verification.
CC: Project manager

The purpose of the attached technical report is to provide the details of the findings from the experiment conducted last week to verify the adherence of the newly purchased system to the design specifications. The procedure, results, and conclusions of the experiments are listed in this report.²

The system was built by the manufacturer to the specifications supplied by the engineering department. Therefore, a verification of the system adherence to the appropriate specifications had to be performed as the system arrived to our facilities. Tests were planned and setup according to the agreed upon criteria. Following, tests were run and results were collected. In conclusion, the system showed complete adherence to the desired specifications, except the external cosmetics part. A recommendation is provided to overcome this problem with a cost effective solution.³

Please provide us with budget limitations and time constraints pertaining to this project so a plan can be put in place to best execute the chosen recommendation.⁴

Attached: A complete technical report on system spec.'s verification.⁵

1: It is important to begin the memo in a formally addressed manner.

2: The Organization Problem (O.P.) specifies the purpose of the report.

3: The Technical Task (T.T) tells the reader exactly what was done and why.

4: Rhetorical Purpose (R.P.) of the memo.

5: Don't forget the list of attachments.

Memo Of April 2012 Engineering Science N1

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Memo Of April 2012 Engineering Science N1:

Federal Register, 2012-11 **The Fukushima Daiichi Nuclear Power Station Disaster** The Independent Investigation on the Fukushima Nuclear Accident, 2014-03-05 When the Nuclear Safety Commission in Japan reviewed safety design guidelines for nuclear plants in 1990 the regulatory agency explicitly ruled out the need to consider prolonged AC power loss In other words nothing like the catastrophe at the Fukushima Daiichi Nuclear Power Station was possible no tsunami of 45 feet could swamp a nuclear power station and knock out its emergency systems No blackout could last for days No triple meltdown could occur Nothing like this could ever happen Until it did over the course of a week in March 2011 In this volume and in gripping detail the Independent Investigation Commission on the Fukushima Nuclear Accident a civilian led group presents a thorough and powerful account of what happened within hours and days after this nuclear disaster the second worst in history It documents the findings of a working group of more than thirty people including natural scientists and engineers social scientists and researchers business people lawyers and journalists who researched this crisis involving multiple simultaneous dangers They conducted over 300 investigative interviews to collect testimony from relevant individuals The responsibility of this committee was to act as an external ombudsman summarizing its conclusions in the form of an original report published in Japanese in February 2012 This has now been substantially rewritten and revised for this English language edition The work reveals the truth behind the tragic saga of the multiple catastrophic accidents at the Fukushima Daiichi Nuclear Power Station It serves as a valuable and essential historical reference which will help to inform and guide future nuclear safety and policy in both Japan and internationally Yearbook of International Organizations 2014-2015, Volumes 1a & 1b (Set) Union of International Associations, 2014-06-16 Volume 1 A and B covers international organizations throughout the world comprising their aims activities and events □□□□ □□□, 2025-07-30 22 16 28 780% AI Philip Davidson H R McMaster Oriana Skylar Mastro 16 22 upstart upstart

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