

Technical Memorandum (TM)

TO: MEEN 489 Students
FROM: Class instructor
Subject: Writing Technical Memos
Date: February 1, 2011

SUMMARY OF THIS MEMO

This memorandum explains (and demonstrates) how to write a technical memorandum (TM). Webster's defines a memorandum as a "*usually brief communication written for interoffice circulation . . . a communication that contains directive, advisory, or informative matter*". Adding the adjective "*technical*" implies a certain degree of structure both in format and content. A TM is a concise and well written communication approximately three to six pages long¹ that:

- defines a task,
- specifies the objectives of the task,
- identifies and outlines a solution method and/or an experimental procedure,
- reports and discusses the results of implementing the solution and/or the recorded performance from field or laboratory measurements, and
- provides conclusions and recommendations.

It is often necessary to include appendices containing data, sample calculations, etc. to support statements made in the main body of the Memo. A description of the various parts of a TM follows.

HEADING

The heading should follow the format of this memo. The tech memo must be dated. (All correspondence, analysis, etc. should be dated.) The heading of a memo contains parts for "TO", "FROM", and "SUBJECT". The TO part identifies the recipient of the memo by name and title, i.e., a manager or a superior or a customer. The FROM part identifies you by name and position; e.g., Joe Studious, Shop Manager. The SUBJECT part is equivalent to a title and tells what the memo is about as completely and concisely as possible.

EXECUTIVE SUMMARY

Concisely define the task in terms of the objectives of the work and specify any restrictions or constraints. Summarize the major findings, conclusions and difficulties found. Sound engineering practice demands a precise usage of technical terms and short sentence structure. This is not an introduction; do not give a lot of background and motivation. The recipient of the TM(may be) is knowledgeable about your work and you do not need to explain to him/her why you are doing it. You must explain exactly what you are going to do, but you do not need to give the motivation for the project. (The total length of this section should not exceed 200 words).

METHOD

Describe the method used to solve the problem (theoretical, experimental, or both) including any major assumptions, derivation of important equations, and/or experimental procedures. Describe the physics of the problem, show assumptions for the physical model and the governing equations of motion, including boundary and initial conditions. Provide a concise nomenclature to follow.

This section almost always requires some sketches or drawings, i.e. figures. The main text should always refer to the figures before they appear. The writer needs to explain the items depicted with attention to trends

¹ Type font should be maximum 12 points, 1 or 1 1/2 spaces and with 1 inch margins in 8 1/2 by 11 inch pages.

Memorandum For Electro Technology July 2014

**United States. Congress. House.
Committee on Oversight and
Government Reform**



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Mobile Broadband Communications for Public Safety Ramon Ferrús, Oriol Sallent, 2015-10-12 This book provides a timely and comprehensive overview of the introduction of LTE technology for PPDR communications. It describes the operational scenarios and emerging multimedia and data centric applications in demand and discusses the main techno economic drivers that are believed to be pivotal for an efficient and cost effective delivery of mobile broadband PPDR communications. The capabilities and features of the LTE standard for improved support of mission critical communications e.g. proximity services, group communications are covered in detail. Also different network implementation options to deliver mobile broadband PPDR communications services over dedicated or commercial LTE based networks are discussed including the applicability of the Mobile Virtual Network Operator (MVNO) model and other hybrid models. Radio spectrum matters are also discussed in depth outlining spectrum needs and providing an outlook into allocated and candidate spectrum bands for PPDR communications and suitable dynamic spectrum sharing solutions in PPDR communications. Explanations are accompanied by a vast collection of references that allow the more intrigued reader to gain further insight into the addressed topics.

Transmission, Distribution, and Renewable Energy Generation Power Equipment Bella H.

Chudnovsky, 2017-03-07 The revised edition presents, extends and updates a thorough analysis of the factors that cause and accelerate the aging of conductive and insulating materials of which transmission and distribution electrical apparatus is made. New sections in the second edition summarize the issues of the aging, reliability and safety of electrical apparatus as well as supporting equipment in the field of generating renewable energy: solar, wind, tide and wave power. When exposed to atmospheric corrosive gases and fluids, contaminants, high and low temperatures, vibrations and other internal and external impacts, these systems deteriorate; eventually the ability of the apparatus to function properly is destroyed. In the modern world of green energy, the equipment providing clean electrical energy needs to be properly maintained in order to prevent premature failure. The book's purpose is to help find the proper ways to slow down the aging of electrical apparatus, improve its performance and extend the life of power generation, transmission and distribution equipment. **International**

Standardization and the Agreement on Technical Barriers to Trade Andrea Barrios Villarreal, 2018-10-04 International Standardization and the Agreement on Technical Barriers to Trade examines the international standardization system generally with a specific focus on some of the bodies within this system along with their rules and procedures. It also examines and questions the lack of definition regarding several features related to the system, notably an international standardizing body (ISB) and international standards in the Agreement on Technical Barriers to Trade (TBT). Andrea Barrios Villarreal, who has been involved in standardization activities for more than seven years, provides a unique and in-depth analysis that will be useful to scholars, students and practitioners. This illuminating work is a welcome addition to the international economic law literature and should be read by anyone with an interest in the interaction between trade law and

international standardization *Digital Transformation and Global Society* Daniel A. Alexandrov, Alexander V. Boukhanovsky, Andrei V. Chugunov, Yury Kabanov, Olessia Koltsova, 2018-11-09 This two volume set CCIS 858 and CCIS 859 constitutes the refereed proceedings of the Third International Conference on Digital Transformation and Global Society DTGS 2018 held in St Petersburg Russia in May June 2018 The 75 revised full papers and the one short paper presented in the two volumes were carefully reviewed and selected from 222 submissions The papers are organized in topical sections on e polity smart governance and e participation politics and activism in the cyberspace law and regulation e city smart cities and urban planning e economy IT and new markets e society social informatics digital divides e communication discussions and perceptions on the social media e humanities arts and culture International Workshop on Internet Psychology International Workshop on Computational Linguistics **The Man Who Built the Swordfish** Adrian Smith, 2018-04-30 Sir Richard Fairey was one of the great aviation innovators of the twentieth century His career as a plane maker stretched from the Edwardian period to the jet age he lived long enough to see one of his aircraft be the first to break the 1000mph barrier and at least one of his designs the Swordfish holds iconic status A qualified engineer party to the design development and construction of the Royal Navy s state of the art sea planes Sir Richard founded Fairey Aviation at the Admiralty s behest in 1915 His company survived post war retrenchment to become one of Britain s largest aircraft manufacturers The firm built a succession of front line aircraft for the RAF and the Fleet Air Arm including the iconic Swordfish In addition Fairey Aviation designed and built several cutting edge experimental aircraft including long distance record breakers between the wars and the stunningly beautiful Delta 2 which broke the world speed record on the eve of Sir Richard s death in 1956 Fairey also came to hold a privileged position in the British elite courting politicians and policymakers He became a figurehead of the British aviation industry and his successful running of the British Air Commission earned him a knighthood A key player at a pivotal moment Fairey s life tells us much about the exercise of power in early twentieth century Britain and provides an insight into the nature of the British aviation manufacturing industry at its wartime peak and on the cusp of its twilight years

EPA Mismanagement United States. Congress. House. Committee on Oversight and Government Reform, 2015 Laws of the State of New York Passed at the ... Session of the Legislature New York (State), 2002 *Colorado's Water Plan* , 2015

Laws of the State of New York New York (State), **Forum Memo to Members** , 1988 **HMSO Monthly Catalogue** Great Britain. Her Majesty's Stationery Office, 1993 Integrated Energy Policy Report California Energy Commission. Integrated Energy Policy Report Committee, 2015 **Catalogue of British Official Publications Not Published by HMSO.** , 1994 *REIC Memorandum* Battelle Memorial Institute. Radiation Effects Information Center, 1961 **Virginia Administrative Law Appendix** , 2015 **The Papers of Thomas A. Edison** Thomas A. Edison, 1989 Winner of the Association of American Publishers s Excellence in Professional and Scholarly Publishing Architecture and Urban Planning Award The Making of an Inventor volume 1 of the monumental The Papers of Thomas A Edison takes us through Edison s life

from early childhood to age twenty six when his work in telegraphy laid the groundwork for some of his best known inventions An 1868 telegraph design by the twenty one year old Edison for instance reveals the now familiar drum and stylus that reappeared in the phonograph of 1877 and in his earliest motion picture design The Making of an Inventor contains 90 percent of all known documents relating to Edison s boyhood and early career including every entry from his Newark lab notebooks Illustrated with nearly 600 of the inventor s own drawings and sketches it provides a comprehensive account of the origins of Edison s creative genius Praise for previous volumes of The Papers of Thomas A Edison Those interested in America s technological culture can eagerly look forward to the appearance of each volume of the Edison Papers Technology and Culture The essence of the volume is Edison s technical notebooks a window onto the inventor s workshop His lucidity comes through everywhere His writing and drawing come together as a single vigorous thought process Russell McCormmach New York Times A mine of material Scrupulously edited No one could ask for more A choplicking feast for Edison biographers well into the next century and perhaps beyond Fred Howard Washington Post A triumph of the bookmaker s art with splendidly arranged illustrations essential background information and cautionary reminders of the common sources on which Edison s imagination drew David Joravsky New York Review of Books In the pages of this volume Edison the man his work and his times come alive A delight to browse through or to read carefully Thomas J Misa Science Annual Report India. Ministry of Power,2015 **India 2019** ,2019 *India* ,2019 *Treaties in Force* ,1985

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In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **Memorandum For Electro Technology July 2014** a literary masterpiece penned by a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of people who partake in its reading experience.

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Table of Contents Memorandum For Electro Technology July 2014

1. Understanding the eBook Memorandum For Electro Technology July 2014
 - The Rise of Digital Reading Memorandum For Electro Technology July 2014
 - Advantages of eBooks Over Traditional Books
2. Identifying Memorandum For Electro Technology July 2014
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Memorandum For Electro Technology July 2014
 - User-Friendly Interface
4. Exploring eBook Recommendations from Memorandum For Electro Technology July 2014
 - Personalized Recommendations
 - Memorandum For Electro Technology July 2014 User Reviews and Ratings

- Memorandum For Electro Technology July 2014 and Bestseller Lists
- 5. Accessing Memorandum For Electro Technology July 2014 Free and Paid eBooks
 - Memorandum For Electro Technology July 2014 Public Domain eBooks
 - Memorandum For Electro Technology July 2014 eBook Subscription Services
 - Memorandum For Electro Technology July 2014 Budget-Friendly Options
- 6. Navigating Memorandum For Electro Technology July 2014 eBook Formats
 - ePub, PDF, MOBI, and More
 - Memorandum For Electro Technology July 2014 Compatibility with Devices
 - Memorandum For Electro Technology July 2014 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Memorandum For Electro Technology July 2014
 - Highlighting and Note-Taking Memorandum For Electro Technology July 2014
 - Interactive Elements Memorandum For Electro Technology July 2014
- 8. Staying Engaged with Memorandum For Electro Technology July 2014
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Memorandum For Electro Technology July 2014
- 9. Balancing eBooks and Physical Books Memorandum For Electro Technology July 2014
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Memorandum For Electro Technology July 2014
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Memorandum For Electro Technology July 2014
 - Setting Reading Goals Memorandum For Electro Technology July 2014
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Memorandum For Electro Technology July 2014
 - Fact-Checking eBook Content of Memorandum For Electro Technology July 2014
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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