

6.033
Spring 2008

Writing Memos: Some Guidelines

Do

- ❑ Outline your answer to the question before you begin to write
- ❑ Maintain an appropriate professional tone
- ❑ Embed text references to cited material:
 - “As Leveson notes, we would do well to consider. . .”
 - “The failure to sufficiently analyze the software. . . [Leveson]”
- ❑ Single space
- ❑ Use standard fonts (11-12 points) and margins (1 inch to 1.25 inches)
- ❑ Embed section info in memo header, for example:

From: Bob Student (Unger 1:00 p.m.)

Don't

- ❑ Don't format the document as a letter
- ❑ Don't double space
- ❑ Don't exceed a single page side
- ❑ Don't spend excessive amounts of time playing with fonts or margins
- ❑ Don't use standard class assignment headers
- ❑ Don't waste space with an invented corporate logo or the like
- ❑ Don't footnote (use embedded references as specified above)