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)