

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.

Smallscale Processing Of Fish Technology Series Technical Memorandum

International Labour Office



Smallscale Procebing Of Fish Technology Series Technical Memorandum:

Small-scale Processing of Beef International Labour Office,1985 Setting up and running a small meat or fish processing enterprise Axtell, B.,Fellows, P.,2004-11-06 This second publication in the CTA series of food processing manuals compiled by contributors from several developing countries covers markets and marketing for meat and fish planning production meat processing fish processing quality assurance and legislation and financial management See also 1041 1176

Solar Drying International Labour Office,1986 This training manual is the outcome of an ILO regional project on the development and application of appropriate food processing technologies During the project extension workers from four developing Arab countries were trained in techniques of sun and solar drying The manual provides clear and detailed information on the basic theory and practice of sun and solar drying of various food products fish fruit vegetables and grains It discusses the type of information needed to determine whether solar drying is feasible and appropriate in particular cases and with an explanation of how the sun s energy can be harnessed outlines basic drying theory Several different types of dryers cabinet tent paddy hybrid are described and some guidance is given on their construction Information is also provided on the preparation of the raw materials before they are dried and on packaging techniques for the dried product It is hoped that agronomists technologists and rural development trainers will use the information to encourage farmers and rural artisans to adopt these food processing techniques *Third World Book Review* ,1987

World SwordFish Fisheries, Volume 3, Asia, NOAA Tech. Memo. NMFS/SPO-25, November 1997 ,1998 **ILO Catalogue of Publications in Print** International Labour Office,1987 **Fish Processing** ,1988 **Catalogue of ILO Publications in Print** International Labour Office,1994 *Third World Women's News* ,1986 World SwordFish Fisheries, Volume 6, Western Europe, NOAA Tech. Memo. NMFS-F/SPO-29, November 1997 ,1998 **Strengthening Technological Capabilities**

International Labour Office,1992 This book offers a review of ILO activities on technology reveals the challenges of endogenous capacity building in developing countries The book covers a range of areas including technology policy assessment evaluation of the impact of new technologies on employment working conditions and working environment

Fisheries Development Series ,1984 **Marine Fisheries Review** ,2009 International Labour Documentation International Labour Office. Central Library and Documentation Branch,1986 *Small-scale Oil Extraction from Groundnuts and Copra* International Labour Office,1983 This memorandum covers in detail various technologies for the extraction of oil from groundnuts and copra baby expeller mills small package expellers and power ghanis Three main stages of processing are considered namely the pre processing stages drying crushing scorching the oil extraction stage and the post treatment stages filtering cake breaking packaging bagging The economic and technical details provided on the stages of processing should help would be or practising small scale producers to identify and apply the oil extraction technology best suited to local conditions **UNEP Environmental Management Guidelines** ,1990 **Collected Reprints** Southwest Fisheries

Center (U.S.),1986 *Fish Farming* United Nations Environment Programme,1990 Industrializing Africa Makonnen Alemayehu,2000 It discusses natural and human resources infrastructure and progress in improving constraints on industrial development reviews industrial development identifies industrial priorities suggests options for implementing the priorities and presents strategies for the development of manufacturing **Bibliography of Published Research of the World Employment Programme** International Labour Office,1991

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