Homework No. 0 - Professional Memo Format

Introduction

In this class all assignments must be submitted in professional memo format and prepared on a computer. There are a couple of reasons why I’ve adopted this rule. First, there’s a reason the professional memo was invented: it is a concise, precise, and clear method for communicating essential information. What better for assignments? There’s a more subtle reason, though. You don’t study business writing as AE, WEM or Forestry students; you must pick it up through osmosis when the environment is appropriate. Therefore, I’m doing my part.

Instructions

Read the following web page:


Follow these guidelines in all of your homework submissions. Note particularly the comment about how you note the date. Spell it out.

In each submission, you should include information in all of the sections:

- Header
- Purpose
- Summary
- Discussion
- Action

Typically, you would summarize the answers to homework problems in the summary section. If you need to show your work then you would do this in the discussion section.

Due Date

The due date is concurrent with each assignment in the class.