

## 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

It's your job to figure out what a professional memo is.

I have a couple of suggestions. You can find books on Amazon.com and in our library on technical and professional writing. A simpler idea is to look here:

[http://owl.english.purdue.edu/handouts/pw/p\\_memo.html](http://owl.english.purdue.edu/handouts/pw/p_memo.html)

or here:

<http://www.ecf.utoronto.ca/~writing/handbook-memo.html>

or someplace else on the web? Try google.com.

### Due Date

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