

Technical Writing Requirements for General Physics Industrial Labs

Letter includes

- Design letterhead w/logo
- Current letter format (left justified) with signature
- Introduction with purpose
- Brief description of tests used on each sample/project
- Reference to Data Table
- Reference to Table of Requested Information
- Reference to test explanations (Explanation should be attached as an appendix.)
- Error Analysis with affect
- Conclusion with contact information
- Calculation Attachment where applies (see below)
- Inclusion of graphs where applies
- Reads professionally and proofed

Remember to use the web link "[Web Link for Engineering Writings--Resource Link with Samples](#)" from the course webpage for samples and discussion of components, but don't forget the modern format is left justified.

Memo includes

- Letter head design w/logo
- Introduction with purpose
- Brief description of process used (with reference to calculation attachment)
- Results & qualifications of results, as well as recommendations
- Conclusion with contact information
- References/Work Cited
- Calculation Attachment where applies (see below)
- Inclusion of graphs or data tables where applies
- Reads professionally and proofed

Remember to use the web link "[Web Link for Engineering Writings--Resource Link with Samples](#)" from the course webpage for samples and discussion of components.

Budget Report includes

- Company Logo & contact information
- Authorship
- Descriptive Title
- Page numbers
- Parts Description, Parts Locations, Parts Cost
- Time cost analysis for design & assembly (rates should be included)
- General Information: dimensions, masses....
- Documentation with receipts or estimate for 1000 units.

Budget report should be in table format (samples can be found online), and should be easy to read.

Calculation Attachment

- Equation, explanation of equation, and qualifications
- Define all variables
- Assignments of values and documentation of values
- Discussion of assumptions
- Plug & Chug