Writing the Therac Memo: Some Guidelines

Do

- ❑ Outline your answer to the question before you begin to write
- ❑ Reread the question several times
- ❑ Maintain an appropriate professional tone
- ❑ Embed text references to cited material:
    - o "As Leveson notes, we would do well to consider. . ."
    - o "The failure to sufficiently analyze the software. . . [Leveson]"
- ❑ Single space
- ❑ Use standard fonts (10-12 points) and margins (1 inch to 1.25 inches)
- ❑ Embed section info in memo header, for example:
  From: Bob Student (**Lampson TR 10:00 a.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)