

Therac Memo

As readers, we ask the questions below when deciding whether the memo does its job. As graders, we evaluate according to the categories that follow each question.

1. Does the memo make one clear, specific recommendation in the first paragraph? (CLARITY, APPROPRIATENESS)
2. Is the recommendation justified, using examples from the article in support of the recommendation? (LOGIC)
3. Is it clear to the reader which information is taken from the article and which comes from the writer's own reasoning? (LOGIC)
4. Does the memo follow the standard format (as specified in the writing recitation)? (APPROPRIATENESS, PRESENTATION)
5. Is the discussion clear to a reader who is familiar with the general facts of the case, but who may not have read the article recently? (APPROPRIATENESS)

Guidelines for Writers

Keep these points in mind as you prepare.

Do

- Outline your answer to the question before you begin to write
- Specify your recommendation and the area (one of the four listed) in the first paragraph
- Maintain an appropriate professional tone
- Embed text references to cited material. Formal citation is not necessary, but we must easily distinguish your thinking from information supplied in the article. Examples of effective paraphrase and reference:
 - o *As Leveson notes, we would do well to consider. . .*
 - o *The failure to sufficiently analyze the software. . . [Leveson]*
- Single space
- Use standard fonts (11-12 points) and margins (1 inch to 1.25 inches)
- Embed section info in memo header, for example:
From: Bob Student (Unger 1:00 p.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)