
THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

**SCHOOL OF ENGINEERING AND APPLIED SCIENCE
DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING
ECE 2110: CIRCUIT THEORY LABORATORY**

Laboratory Technical Memorandum Format

INSTRUCTIONS

A laboratory memorandum (or memo) is an abbreviated laboratory report. The difference is not only the length of the report, but the audience. The memo is written with the idea in mind that the reader of the memo is already familiar with the lab itself, its procedure, and its purpose. The objectives are presented quickly and the measurements are listed in table and graph format. However, the analysis of the hand-calculations, simulations, and measurements remain the same. Analysis must still be done in depth and accurately.

This format is used in ECE 2110 to introduce the student to the type of technical memo one would use internally within an organization. The type of memo is what one might eventually submit to one's supervisor or colleague. A full length lab report would be more appropriate when the reader of the document is not familiar with the experimental procedures of the lab itself.

A sample technical memorandum is provided to give students a model for its use. Please see the lab website to download the example memorandum of ECE 2110 lab experiment #3. Be advised that this example is a few years old and does not directly relate to the current lab #3. It is similar to what was done in lab #4, but in any case, is merely for example of the format only. The memo format focuses almost exclusively on results and analysis.

Note: Your lab GTA will tell you which labs you can use the lab memo format. When you are not certain, hand in the long-format laboratory report for any and all lab reports.