

# Memorandum

**To:** Teacher's name  
**cc:** Mr. Shagam  
**From:** Your name  
**Date:** [insert date]  
**Re:** Month of [insert month] "Technology Today Report"

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**Title of Article [example, "Big Foot Caught on Honeymoon!"]**

Source [example, Yahoo! News (Associated Press), Boston, MA]

This is the body of your memo. Your memo should address the following:

- Explain the discovery/technology
- Explain how it works
  - What underlying scientific principal does it rely on?
  - Use layman's terms if possible
  - If the article doesn't give these details or you do not know, you may need to consult another source for the explanation.
- The discoverer/inventor/researcher responsible
  - Which institution (person, university, company, government agency, etc)?
- Applications of the discovery/technology
  - Other than the applications that the article gives, can you think of any others?
- Explain why the discovery/technology is needed in terms of political, social, economic and/or natural factors.
  - Think of it in terms of why someone invented it – what needs does it meet.
- How the discovery/technology will replace or replaces existing technology.
  - What does it do better or worse than current technology?
- Are there any problems with the new technology?
  - Is it flawed in some manner?
  - Can you think of any improvements that could make it even better?

Again, Make sure that you cover these topics in paragraph form – don't just give a list of answers!  
Also, don't forget to attach a copy of the article.