



# E 303: TECHNICAL WRITING

School of Literature and Languages  
Louisiana Tech University



## Interoffice Memo

**To:** Mr. Merchant's English 303 students  
**From:** Mr. David M. Merchant, English Instructor  
**Re:** Extended definition outline instructions  
**Date:** April 6, 2020

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The purpose of this memo is to give instructions for the definition outline assignment.

### Content

This assignment is “just” an outline of your definition memo or description memo. **You will not write it as a memo.** Your body outline will depend not only on whether you are defining or describing a term or describing a process but also on the nature of the term or process. Do not blindly follow the example outlines. You need to look at the checklist on page 4 of the extended definition assignment instructions and choose those that fit your topic.

I do realize that as you write your extended definition or description, you may realize you need to make some changes to the organization of your definition. That is the nature of research and writing and so it is OK. You will not submit a new outline if that happens.

### Format

- at the top of the page (not in the header) put in prepared for, prepared by, and date information (as in the example below),
- add a blank line after the date,
- write, centered, your outline title (Outline for [definition/description] of [your term or process]),
- add a blank line after your title,
- then put in your outline.

Use only Times New Roman font, size 12. Submit your outline to Turnitin as a **Word** document by the deadline. Your outline should only be one-page long.

### Examples

**Again, do not write this as a memo. This is an informal document. See the following pages for three outline examples (one per page).**

Prepared for: Mr. David M. Merchant, English 303-001 ←

Prepared by: Becky Chambers

May 12, 2016 ←

Put in your course section.

Put in the date the assignment is due.

Blank Times New  
Roman Size 12 line

## Outline for My Extended Definition of Alzheimer's Disease

1. Introduction
2. Alzheimer's Disease: Overview of Current Knowledge
  - A. Two Main Types of Alzheimer's Disease
    - I. Alzheimer's Disease (Pre-65)
    - II. Alzheimer's Disease (Post-65)
  - B. Demography of Alzheimer's Disease
    - I. Age Distribution
    - II. Gender Distribution
    - III. Other Demographics
  - C. Process and Characteristics of Alzheimer's Disease
    - I. Forgetfulness
    - II. Speech Disorders
    - III. Difficulty Calculating
    - IV. Visual Disorientation
    - V. Abnormal Judgment and Social Behavior
  - D. Brain Pathology of Alzheimer's Disease Victims
    - I. Reduced Brain Size
    - II. Neurofibrillary Tangles
    - III. Neuritic Plaques
    - IV. Loss of Specific Population of Nerve Cells
  - E. Etiology of Alzheimer's Disease
    - I. Aging
    - II. Health and Lifestyle
    - III. Inheritance
    - IV. Infectious Agents and Toxins

Use capitalization of titles as described by the *Style Guide*.

The numbering (1, 2, 3; A, B, C; and I., II., III., etc.) are there to help see the organization of your outline; **however**, when you write your definition or description you will **NOT** use such numbering; use heading levels as described in the *Style Guide* and in the definition memo examples.

Also, note that the numbered lists are following the *Style Guide* regarding lists (see section 5.6, pages 14 and 15). This is a good time to practice using nested lists correctly.

Some white space is used between nested items here to make the list more readable (see the *Style Guide*, section 5.2).

3. Alzheimer's Disease: Current Treatments and Research
4. Closing
5. References

See the assignments instructions for an important discussion of what to include here.

You **must** have **five** level-1 sections. Your second level-1 section is your main, detailed definition discussion and **must** have some level-2 sections. Each level-2 section will most likely have level-3 subdivisions as shown in the above and following examples.

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Prepared for: Mr. David M. Merchant, English 303-008

Prepared by: Brandon Cooper

October 5, 2018

### Outline for My Extended Definition Archaeal Lipids

#### 1. Introduction

#### 2. Overview of Archaeal Lipids

##### A. Archaea as Organisms

- I. Taxonomic Classification
- II. General Features
- III. Environmental Conditions

##### B. Importance of Lipids

- I. Biological Function
- II. Membrane Formation

##### C. Characteristics of Archaeal Lipids

- I. Glycerol Backbone
- II. Branched Aliphatic Tails
- III. Ether Linkages
- IV. Tetraether Lipids

##### D. Emergent Properties of Archaeal Lipid Membranes

- I. Stable at Elevated Temperatures
- II. Resistance Towards Acid Degradation

##### E. Biotechnological Applications

- I. Liposome Formulation for Drug Delivery
- II. Biomimetic Matrices for High-Throughput Drug Screening

##### F. Difficulty in Acquiring Pure Samples for Research Studies

- I. Challenging to Culture Archaea That Require Extreme Conditions
- II. Lipids Gathered From Cultured Archaea Are Inseparable Mixtures

#### 3. New Opportunities to Acquire Archaeal Lipids

#### 4. Closing

#### 5. References

To repeat: You *must* have *five* level-1 sections.

Your second level-1 section is your main, detailed definition discussion (Overview of Archaeal Lipids in this example) which *must* have some level-2 sections (Archaea as Organisms, for example). Each level-2 section will most likely have level-3 subdivisions as shown in these examples.

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Prepared for: Mr. David M. Merchant, English 303-003

Prepared by: Kasumi Goto

October 17, 2018

## Outline for My Extended Definition of Cross-Coupling Reactions

1. Introduction
2. Overview of Cross-Coupling Reactions
  - A. Steps of a Catalytic Cycle
    - I. Oxidative Addition
    - II. Transmetallation
    - III. Reductive Elimination
    - IV.  $\beta$ -Hydride Elimination
  - B. Importance of Metals
    - I. Palladium Catalysis
    - II. Copper Catalysis
  - C. Importance of Bases
    - I. Strong vs. Weak Bases
    - II. Organic Bases
    - III. Inorganic Bases
  - D. Common Examples of Cross-Coupling Reactions
    - I. Heck Reaction
    - II. Suzuki Reaction
    - III. Buchwald-Hartwig Reaction
  - E. Limitations of Cross-Coupling Reactions
    - I. Electron-Deficiency
    - II. Environmental Concerns
3. New Opportunities for Improvement of Cross-Coupling Reactions
4. Closing
5. References

## Closing

I look forward to seeing your definition outlines. If you have questions, please contact me via email or the course Moodle page (forum or messaging service).