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 17, 2020

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

Content

White papers have more flexibility for organizing the body than technical reports. Some common schemes are shown in the White Paper assignment document. You can add components from one organization scheme with another if that suits your topic better. See the white paper instructions for more information (including several examples of the most common schemes.

As you write your outline, try to think of what headings you will use in your finished document. A well-organized structure will make writing the white paper easier. Outlines can help in anticipating difficulties in putting report together. Sections can be written as time allows; also, in the real-world, often white papers and reports are written by different people or teams—an outline helps section writers see how their section fits in full document.

Outlines are a guide—as you do further research and as you progress in writing your paper, you may find that you need to adjust your organization or the wording of headings; for example, you may need to add another section or subsection, or you may need to reorder one or more sections. Remember, your white paper is a reader-centered document—keep the reader in mind at all times: what is the best organization to help your reader understand your position, your point, your recommendation? What information do they need?

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 white paper title (Outline for [White Paper Topic]),
- 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 303-002 ← – – Put in your course section.

Prepared by: Corey Fyfe

January 28, 2019 ← – Put in the date the assignment is due.

Blank Times New Roman Size 12 line – – →

Outline for my White Paper on Camless Valve Actuation for Gas-powered Combustion Engines

Table of Contents
A List of Illustrations   ← – – – – Use capitalization of titles as described by
Glossary   the *Style Guide*.
Abstract   ← – – – –
Acknowledgments (if applicable)
Executive Summary
Gas-powered Combustion Engines
        Engine Components
        Four-stroke Engine Cycle
        Importance of Intake and Exhaust Steps
Fixed-camshaft Valve Actuation
Camshaft to Valve Interaction
Chain-driven Timing
Variable Valve Timing and Lift Electronic Control
Similarities to Fixed-camshaft Valve Actuation
Modifications to Fixed-camshaft Valve Actuation
Effect of modifications
Camless Actuated Valvetrain
        Components
        Operation
Advantages of Camless Actuated Valvetrain
        Weight
        Fuel Efficiency and Power
Conclusion ← – – – – – – – – – – – – – –
References
Appendices

> Put in your course section.

> Put in the date the assignment is due.

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

> In this outline, indent the titles of your major subsections. For example, "Gas-powered Combustion Engines" is a major section, with "Engine Components" as its first subsection.
>
> In the white paper, "Gas-powered Combustion Engine" will be a section title (at top of the page, centered, red font, Arial, etc.) while "Engine Components" will be a level-1 heading (left-aligned, blue font, Arial, etc.). See Section 4 in the *Style Guide* for the exact font colors.

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

Closing

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