

TO: Joseph M. Powers  
FROM: Pat Q. Student [*handwrite your initials here*]  
DATE: 27 March 1997  
RE: AE 360 Project: Part I

A brief description is given here of the ...

Assuming that ... it can be shown that the flow can be described by the equation, initial, and boundary conditions...

The full unsteady equations can be solved by discretizing...One obtains the following formula...For the following conditions..the variables are plotted in Figures 1.

From the results it is concluded that....

The numerical code which generated the solution was written in my favorite language and is listed below....

### Notes

- Use the format provided here as a template; the text is entirely yours to write.
- Two pages maximum for main text.
- Attach L<sup>A</sup>T<sub>E</sub>X formatted code as appendix on separate page.
- Run your text file through a spell checker (UNIX command: *ispell filename.tex*).
- Always use complete sentences.
- Leave two spaces after a period. Leave one space after a comma.
- Use commas or periods at the end of equations as appropriate.
- Do not use contractions (such as don't).
- Minimize quotations. When necessary, use matched pairs of single quotes, like this: “your quote here”. The ordinary quote ”...” produces a bad look.
- Identify all variables with words of description: “...where  $x$  is the distance...”
- All mathematical variables, whether within the text or in a separate equation, should be written in math mode, e.g. “When  $x = 0$ , there is a singularity.”
- English text within equations should be in text mode; use the mbox and qquad commands for this:  
$$x = 1 \quad \text{when} \quad y = 0.$$
- Do not let your memo become dominated by equations.