

## AME 30358 – Tech Memo Score Sheet

M11 – BiCopter

Name: \_\_\_\_\_

Please see the Deliverables section of the lab handout for more details.

Item and Description	Points Awarded	Possible Points
<b>Technical writing and format</b> – Please address all questions from the lab handout in the captions and paragraphs.		6
<b>A plot of the transient response of the system as described in the lab handout. Be sure to include a horizontal line(s) denoting the set-point(s).</b>		10
<b>TOTAL</b>		16

## Technical Writing

- Include a brief, single-paragraph summary of the procedure.
- Discuss the results using college-level English.
- Address the suggested talking points at the end of the lab handout.
- Do *not* write a first-person narrative. Rather, write it as a declaration of objective observations, scientific facts, and logical deductions.

## Guidelines for Deliverables

- Use a 12 point “serifed” font such as Times New Roman.
- Document should be double-spaced.
- Document should have 1” margins in all directions.
- Page numbers are required centered at bottom of screen with the same font as the rest of the document.
- Equations must be numbered.
- All variables must be italicized.
- All variables in equations must be defined (i.e. “where  $c$  is the speed of sound”).
- **Tables** should always be centered with captions *above* labeled Table 1, etc..
- **Tables** should have black text on white background with 12 point Times New Roman.
- **Tables** should have the text centered both horizontally and vertically.
- Theoretical curves should always be smooth and continuous.
- Captions should be the same font as the rest of the document.
- Do *not* use the \* symbol to denote multiplication.
- No titles on graphs.