

General Guidelines for Writing Assignments

DO answer the questions that are asked in the assignment.

DO NOT just number your answers 1, 2, 3, etcetera. Your answers should be part of a cohesive memo that is analyzing the specific issues in the assignment. Also, do not use more than a couple of sentences at the beginning of the memo to explain the assignment.

DO take a position and support it using the tools and concepts of finance.

DO NOT rely solely on spell-checker and grammar-checker when editing your memos. Their mistakes in your memo will catch up to you.

DO add any and all supportive documentation as appendices. These can be tables, spreadsheets, graphs... whatever you think will support the conclusions that you draw in your memo.

DO NOT include appendices that you do not refer to in your memo. Your memo should reference each appendix that you include (e.g. "the forecasted financial statements can be found in Appendices 2 and 3.") And the appendices should be in the order that you reference them.

DO format and label your appendices so that they are easy to understand and read. An appendix should be labeled so that, if it were to be separated from the memo, one could deduce what information was contained in the appendix. It should also be formatted such that it prints on only one page.

DO NOT assume that the recipient of the memo can read your mind. If you make assumptions outside of the assignment in order to perform your analysis, explain and justify your assumptions.

DO write the memo professionally (as though your future employment were up to the recipient of the memo.) Assume that the CEO of the firm might eventually read it.

DO NOT feel the need to use B.S. to get to the maximum length of the assignment.

DO assume that the memo's recipient knows basic finance skills and concepts (NPV, IRR, ROE, etc.). You do not need to explain what these concepts are or how they are calculated.