

Memorandum revision assignment

ENGL 306 ~ Dilger ~ Fall 2015

This assignment is brief because it need not be complicated: this is a revision, so our original memo assignment still carries a lot of weight here. Please refer to it as needed.

You wrote six memos. I am dropping the lowest grade. You may rewrite one or two other memos and replace those original grades. Any memo with a grade of B+ or lower may be rewritten.

Process

You are encouraged to consult with me at any stage of this process. I use plurals here, but rewriting only one memo is okay too.

1. Identify the memos you wish to rewrite.
2. Review my comments carefully and clarify any comments I made which you do not understand or which you need help with. Talk with me as necessary.
3. Re-read the prompts for the memos in question and ensure you understand them. Consider how you addressed the prompts.
4. Re-read the course texts which your memos connect with and ensure your work engages them closely and carefully.
5. Develop plans for rewriting: how will you use our texts to address the prompts? How will you improve? Build outlines or similar planning documents.
6. **REWRITE** the memos: begin with new computer files. *Complete rewrites are expected. Minor changes will be rejected.*
7. Upload the memos to Google Docs at the top of the memo document you have already created. Do **NOT** delete the original memos.
8. Deliver hard copies to me: the revised memos with the originals attached.

Timeline

- If you wish to rewrite two memos, you must turn in the first by November 24.
- By December 1, I will provide comments on any memos turned in by November 24.
- If you wish to rewrite only one memo, turn it in by December 10.