

Memorandum

To: English 341 students

From: Dr. Newmark

Subject: Guidelines for Document in Field assignment

The purpose of this memorandum is to provide you with details for the Document in Field assignment.

Assignment Overview

This assignment gives you an opportunity to choose, examine, and rewrite a document in your field of study. Through this exercise, you will come to understand the issues concerning “audience” as it applies to your major.

Assignment Guidelines

Following the exercise in your textbook on page 108, you will choose a “200-word passage from a technical article” in your field of study. Your job is to rewrite this technical document for a “general audience,” that is, an audience that does not possess the specialized vocabulary or technical knowledge of your field. As your book says, “rewrite the passage so it is clear and interesting to the general reader.” Please be sure to turn in the original passage with your version. Your final “Document in Field” assignment needs to be **500 words**, either in the form of an MLA-style essay or a memorandum. The choice of format is yours, but whichever you choose, please stick strictly to the standards of that format.

Due Dates

- **Draft due in class:** Wednesday, September 16th

- **Peer reviews:**

You will work on peer-reviewing two classmates’ drafts during classtime on Wednesday and Friday. Each review needs to have a header that indicates “To,” “From,” and “Subject: Peer Review of Document in Field Assignment.” Then, in the body of your text, you will need four content areas: “Overview,” “Strengths,” “Weaknesses,” and “Specific Suggestions for Revision.” At the end of class on Friday, give each classmate the review you did of their work and a marked-up copy of their assignment. Also at the end of class on Friday, print and submit to me a copy of each peer review you did on a single page, with your name at the top. Be sure that your peer review partners’ names precede your reviews of their work.

- **Final Draft** due in class on Wednesday, September 23rd.