

Summer 2011

To: English 304 Students  
From: Allison Hitt  
Date: May 16, 2011  
Subject: Introductory Memo

Greetings:

As an introduction, please write a memo in which you tell me about yourself. This is a short writing assignment that you can begin in class and email to me (ahitt2@mix.wvu.edu) later today. Please keep in mind that this is your first chance to practice email etiquette.

**Include the following content:**

Throughout this six-week course, we will envision ourselves as members of a professional organization—English 304. Accordingly, I am asking you to share specific information along the following lines:

- Education—tell me your accomplishments and goals;
- Job Experience—tell me where you have worked (paid or unpaid), and what your responsibilities were;
- Community Service—tell me about any volunteer work you have done;
- Writing Experience—tell me your strengths as a writer and what you would like to see improved, if anything, in order to function well in the workplace.

As well as making a clearer connection between you and me, your memo will show me how well you understand these concepts at this point in the semester. I will be reading it for its rhetorical sensitivity and professionalism as well as for its content and writing.

**Keep a record of your work:**

This memo will be the first piece of writing you can include in your writing portfolio. *Please save a copy of it in two separate places.* Personally, I would recommend opening a Dropbox account. Plan to keep your own copy of everything you write for evaluation in English 304 just in case there's a glitch in the submission/evaluation process.

Thank you,

Allison