

Summer 2011

To: English 304 Students
From: Allison Hitt
Date: May 17, 2011
Subject: Course Policies & Expectations Memo

Greetings:

To practice audience and rhetorical analyses, please write a short memo (1 page) to a classmate explaining the policies and expectations for English 304. In the interest of time and deadlines, this memo is due in-class today, May 17, 2011.

Some things to consider:

- **Format** – You will demonstrate your understanding of basic business formats (memos, letters) and your ability to communicate professionally with a peer audience. Our book has many good examples including page 277.
- **Tone** – Since this is a peer audience you will need to decide how formal or informal the tone of your memo should be without compromising your message or your sense of professionalism.
- **Organization & Content** – There are many policies listed in the syllabus: attendance policies, course goals and objectives, assignment breakdowns, etc. However, you are only writing a 1-page memo. What will you choose to include and exclude? How do you plan to organize this material? Is it possible to ensure that your audience is able to have additional questions answered?

Please submit one copy to our eCampus page and save one copy elsewhere. Please let me know if you have any questions about the assignment.

Thank you,

Allison