

Summer 2011 – English 304 Correspondence Assignment Reflection

To accompany your Correspondence Assignment (Project #1), please write a brief reflection detailing the rhetorical choices you made for each document: the good-news memo, bad-news memo, good-news letter, and bad-news letter. This reflection can take the form of a memo or letter—whichever you think is more appropriate for your purposes. The reflection should be no longer than one single-spaced page.

In particular, I would like to hear about your decision processes regarding the following:

- format and design;
- audience accommodation;
- rhetorical analysis;
- professional tone.

Feel free to reflect on any other parts of the writing process, too. For example, was it easier to write the memos versus the letters, or was it easier to write good news versus bad news? Were there any parts of the assignment that were easier or more difficult to complete?

Your reflection will allow me to understand how to approach your documents.

The Correspondence Assignment Reflection is due Monday, May 23, 2011.