

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 first exercise in your textbook on page 115, 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” rewrite of the original needs to be **500 words**, in the form of a memo. Please have an opening section statement in which you name the article, journal, authors, and summarize in a few words the nature of the passage. Explain what you are going to do. In your conclusion section, explain what you have done. Your body section, named whatever you think is best, will be your rewritten passage. Your original passage should be included on a separate page.

Due Dates

- **Peer reviews** are due to your group-mates by Tuesday night, February 5th. Please CC me on the email you’re sending to each peer. In class on that day, you will work on the peer review. The peer reviews do not need to follow any particular format, since I will only be checking to see how thoroughly you reviewed your peer’s work. Please put both reviews in a single Word document (“.doc” not “.docx”) or PDF and email it to me as an attachment. Make sure your name and your peers’ names are on this document. The subject line of the email **must** be: “*Your Name*, Peer Reviews.”
- **Final Draft** due on Thursday, February 7th.