

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 93, 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. As we discussed in class (and I apologize for the confusion), your final “Document in Field” needs to be **500 words**, either in the form of an MLA-style essay or a Memo. The choice of format is yours, but whichever you choose, please stick strictly to the standards of that format.

Due Dates

- **Peer reviews** are due to your group-mates by Sunday night, September 16th. On Sunday night, September 16th, you **must also email me a copy** of the peer reviews you did. 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 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 Wednesday, September 19th.