

## Memorandum

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**To:** English 341 students  
**From:** Dr. Newmark  
**Subject:** Guidelines for Audience Analysis memo

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The purpose of this memorandum is to provide you with details for the Audience Analysis memo assignment.

### Assignment Overview

This assignment seeks to expand on your understanding of the ways in which “audience” affects technical communication. You will examine and explain the ways in which companies present technical information to different audiences.

### Assignment Guidelines

For this assignment, use the “Internet Exercise” number three, on page 94 of your textbook, as a guide. You will need to present your information in a 500-word memo, accompanied by color-copies of the ads. Instead of restricting you to ads by car companies, I welcome you to choose two products of basically any kind, with the stipulation that one is designed for a economy-minded audience (like the Kia, in your book’s example) and the other for a luxury-minded audience (like the Mercedes, in your book’s example). Other than this difference, please follow the book’s instructions for “contrast[ing] the audiences for the two ads.”

One additional feature that your memo should have, beyond the book’s requirements, is mention of the kinds of “appeals” (as discussed in chapter eight) that these ads make. Do the ads appeal to reason, emotion, the company’s credibility or reputation? Do the ads rely on any logical fallacies to make their claims?

As the assignment on page 94 stresses, remember that your “purpose is to contrast the two audiences, not merely to describe the content of the ad[s] or [their] design” (94).

### Due Dates

- **Peer reviews:** Please bring a copy of your Audience Analysis memo to class on Wednesday, September 19<sup>th</sup>, along with the two ads you have used.
- **Conferences:** Please bring a second revision of your memo, *along with all other graded work*, to a mandatory conference with me on either Friday, September 28<sup>th</sup>, or Monday, October 1.
- **Final Draft** due on Wednesday, October 3<sup>rd</sup>.