

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 108, you will choose a “200-word passage from a technical article” in your field of study. Be sure that the article you have chosen is a scholarly, peer-reviewed article, found through the research databases to which our library subscribes (as I showed in class). Do not choose an abstract only.

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.” Your final “Document in Field” assignment needs to be **500 words**, either in the form of an MLA-style paper or in memorandum format. The choice of format is yours, but whichever you choose, please stick strictly to the standards of that format. You will need to include, clearly marked on your document, the rewritten passage first. Below it, include, clearly marked, the original passage.

Due Dates

Draft due in class for peer review: **Wednesday, February 10th**

Peer reviews instructions (disregard note on syllabus):

You will work on peer-reviewing a classmate’s draft during classtime on Wednesday. Your review needs to have a header that indicates “To,” “From,” and “Subject: Peer Review of Document in Field Assignment.” Then, in the body of your text, you will need four content areas: “Overview,” “Strengths,” “Weaknesses,” and “Specific Suggestions for Revision.” At the end of class on Wednesday, give your classmate the review you did of his/her work and a marked-up copy of their assignment. You will also need to print and submit to me a copy of the peer review you completed for your classmate so I can give you a “peer review” grade.

Final draft due in class on **Friday, February 12th**