

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 (do not choose the abstract). Your job is to rewrite this passage from a 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.” Include the original passage with your version, as the second page (an “attachment” or “addendum”). Beyond your “Purpose” statement at the top of your memo, please have an opening section (with a title of your choosing), in which you name the article, journal, authors, and summarize in a few words the nature of the passage. In this section, explain what you are going to do. Then, you will have a body section that will be your rewritten passage, with a section title of your choosing. Finally, include a conclusion section, in which you explain what you have done.

Due Dates

- **Peer review** will occur during class on Tuesday September 9th. Please bring two hard copies of your memorandum and original passage to class, as you will be working in groups of three. At the end of class-time, you will email your peer reviews to each classmate and then, in a single email containing *both* peer reviews, to me. The title of your email to me should be “*your name*: Document in Field Peer Reviews”
- **Final Draft** due on Thursday, September 11th. Please attach your first draft to your final.