**Reflection Paper**

For my memo assignment I used a print medium to convey a message to my team members, supervisors, and other audiences. With my memo, I hope to communicate with my audience, the president of CCNY; Vincent Boudreau, that there is a problem with recycling in our university. Recycling is not something that can be optional it must be enforced so that we can protect the environment. My genre is a memo which is a short piece of writing that straightforwardly conveys a message. I want the president to read my memo and take action based on it. The media I am working on is print, which I believe is the best way to reach my audience. The president will not have time to sit through a presentation or watch a film on recycling, but he will have the time to read short well written memo. The exigence of my assignment is the need to reform our recycling program. There is no reason that our school should contribute to the problem, we have to clean up our act and save the environment. It is something that can easily be dealt with given the right push. If the president would set up a recycling program, there is no way it would fail. My purpose is to inform the president about this pressing matter. If he knew more about it, I am sure he would help fix the problem. I would like to meet with him and further discuss the future of recycling at CCNY. My stance is the belief that recycling is necessary and must be done in our university. My audience is Vincent Boudreau primarily; but I would include his secretary who might end up reading this as well as or instead of him. The president may delegate the responsibilities of this memo, maybe to someone in the sanitation department. With this assignment, I have met course learning outcomes such as negotiating my writing goals and audience expectations regarding conventions of genre, medium, and rhetorical situation. I wanted to write about something else, but I figured this topic was better suited for my audience. My team and I worked together to find a topic that would suit our audience. I formulated a stance through my writing, I believe that recycling is important and must be done. Recycling may be an inconvenience, but the pros heavily outweigh the cons.