Assignment #1- Memo. Students will write a memo addressing a problem on campus. This problem can be related to renovating or improving areas of the campus (cafeterias, dorms, classrooms, parking etc.). Be creative. The idea is to define a problem and offer a specific solution to address this problem. Remember, your audience does not know about this specific problem so you will have to provide the context. Important details can be bulleted for easy reading. No cost estimates are required for this memo. Basically, it will be a memo that requires a follow-up meeting for further discussion.

Include a CC, include your groupmates in the from section

* Format: 12 pt. New Times Roman, 1 inch margins. Paragraphs are single spaced and left justified. Skip a line between paragraphs. Sections should have heading titles that are in bold face.
* Length: 1-2 pages (500 words), 1 page reflection paper, + 2 audience analysis sheets (see course website)

One draft process- due Tuesday, February 13, 2024

The Reflection Piece

Students must discuss how the assignment meets each element of the rhetorical situation.

 Audience

 Purpose

 Stance

 Genre

 Media/Design

 Exigence

Students must also discuss how the assignment helped them meet the Course Learning Outcomes listed on pgs 2-3 of the course syllabus. Whichever Course Learning Outcome is met with this assignment, discuss it in the reflection paper. (Meaning you will physically have to access the syllabus, examine and interpret each Course Learning Outcome)

\*\*Note- Any element of the rhetorical situation is NEVER because I gave you the assignment or I made you do it. (it’s the fastest way to a failing grade) Think larger than the assignment, who could your audience be? What is the thing that could have made you write the paper?