Assignment #2
E-Mail Memo
ENG 271

Description
Write a memo to an individual at MSU about a problem you perceive on campus. Also include a paper on your rhetorical choices, which you should send as an attachment to your e-mail message.

Due date
- Beginning of class on Tuesday, September 20
- Submit via e-mail to gretchen.haas@mnsu.edu
- Include “ENG 271 <your first name><your last name><your memo subject>” in the subject line

Evaluation Criteria
- Uses a descriptive subject line
- The desired outcome is explicit
- Uses direct language
- Reflects considerations pertinent to purpose, context, and audience
- Reflects format and design choices that increase clarity and usability
- Does not use exclusionary or biased language

Rhetorical Choices Paper Prompts
Use the following prompts to help you write your paper on the rhetorical choices you made when assembling your memo. Feel free to write about other rhetorical choices you made while authoring your memo.
- How did you use the audience analysis worksheet to help you craft your memo?
- Why did you use the particular subject line that you did?
- Why did you choose this topic for your memo?
- What is the purpose of this memo and how did you create this memo to reflect that purpose?
- What formatting choices did you make so that your memo is usable and comprehensible?

There are not any wrong answers in this part of the assignment. The only way you can receive less than full credit on this portion of the assignment is by cutting yourself short and not fully documenting your rhetorical choices.