Assignment #2
E-Mail Memo
ENG 271

Description
Write a memo about your experience of working with your small group so far in this course. Why this topic? Memos are put to extensive use in the workplace and so the subjects of memos are often quite mundane topics. While you will likely need to create progress report or justification memos in your future profession, the majority of memos you write will be more commonplace (and you will have the opportunity to write a status report and a formal analytical report later in the semester). Be sure to also include a paper on your rhetorical choices, which you should send as an attachment to your e-mail message. Because so much professional communication occurs via e-mail, I want you to write your memo for e-mail – not for paper.

Due date
- Submit via e-mail to gretchen.haas@mnsu.edu before the start of class on Wednesday, February 8.
- Include “ENG 271 <your first name><your last name><your memo’s subject>” in the subject line (substituting the subject line you would use for your memo for <your memo’s subject>).

Evaluation Criteria
- Uses a descriptive subject line
- The audience is appropriate
- The desired outcome is explicit
- Reflects considerations pertinent to purpose, context, and audience
- Is formatted appropriately according to e-mail/memo conventions

Also reference the “Guidelines for Using Electronic Mail” on page 403 and the “Checklist for Usability of Memo Reports” on page 406 to help ensure the quality of your e-mail memo.

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.
- To whom did you address your memo? Why?
- What is the subject line you used? How is it the most descriptive subject line you could have chosen?
- What outcome did you hope to convey in your memo?
- What was difficult about writing this memo?
- Why did you organize your memo the way you did?

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.