

Real World Assignment: Memo

SUBJECT OF MEMO

Each of you must write a memo to me describing how you will address one of the following problems. Choose a problem which best fits your situation as a student.

Problems with absences/tardies

Problems with late papers

Problems with drowsiness/attentiveness in class

Problems with grammar (or other writing deficiency)

HEADING

Use a standard memo heading. The memo should be addressed to me, your instructor, and be dated with the due date for this assignment. This memo must be typed. The memo must follow business conventions.

CONTENT

Problem. State the nature of the problem: In a few sentences describe, in detail, the exact problem or problems you have been having. Include details from your experiences this semester with this problem. You should also include reasons why you are having this problem; however, reasons are not excuses. For instance, a single mother with two small children to get ready for school may have reasons why she is late to her 8:00 a.m. class. However, she still has an obligation to meet both her commitments to her children and her commitments to her class--which include arriving on time.

Goal. State your goal: Be specific. For instance, don't write, "I want to be in class on time." Instead you might write, "This semester I will arrive at this class no later than five minutes before class starts."

Plan. Develop your plan: Develop a plan for accomplishing this goal. Your plan **must** have at least four (4) steps. These steps should be as specific and detailed as possible. For instance, don't write, "I plan to spend time in the Writing Center." Instead, spell out exactly what you will do (not just "spend time in the Writing Center," but what specifically will you do there), when you will do it, how often you will do it, what resources you will use (people, materials, etc.), and how this step will help you meet your goal. In order to know what resources are available and what precise things you can accomplish, you might need to do some research (for instance, going to a counsellor and asking what help might be available). List the steps you will follow in order and use a numbered list. For example, if a teacher had a problem with getting assignments graded in a timely manner, the teacher might set as one step to correct this problem,

1. Since I have committee meetings every Monday and Thursday afternoons from noon until 4:00 p.m., I will schedule assignment due dates on Tuesdays, Wednesdays, and Fridays. I will come to school an hour earlier on Mondays and Tuesdays to grade makeup work.

Outcome. Explain what should result: Conclude with a brief statement indicating your intention to follow through on this plan and what effects should be evident to me, your instructor, as you work towards your goal.