

Date: November 27, 2006
To: Dr. Jackson
From: Cameron Palmer
Re: Letter of Transmittal for Grade Sheet Memo

Statement of Transmittal I have enclosed the edited version of the color scheme handout.

Explanation of Editing and Request for Revision I have edited the document for correct grammar, spelling and parallelism. I have also edited the style of the document. To avoid some of these errors in the future, I suggest that you

- Use fonts and font sizes consistently. Avoid using more than two fonts in your document (one for body text and one for headings). Also avoid using more than one font size for body text and one for each level of headings. Multiple fonts and font sizes create an inconsistent look and makes it harder for the reader to relate all the different pieces of information.
- Limit your use of bold text. A limited use of bold text is O.K., but if you use it too often, the emphasis loses its effect because nothing stands out from the rest of the text.
- Avoid using underlined and all-upper-case text. Underlining tends to obscure the shape of the text itself, making it more difficult to read. Text written in all upper-case is all the same height and a lot more difficult to read than regular lower-case text, which has letters of much more distinct shapes.
- List instructions in actual bulleted or numbered lists with a line break before each new item. In your grade sheet memo, you designate a letter to each instruction, but leave them in paragraph form. If your readers wanted to refer back to these instructions later, they would have to read through the whole paragraph to find a specific instruction. This takes a lot longer than if each of them starts on a new line. It also makes it easier to overlook an instruction.
- Be consistent in your references and word choices. In your grade sheet, you use both “AB-122” and “the

main office” to refer to the same room. This could confuse the readers, making them think they are two different places since they you have mentioned it by two different names. You also use two different standards for writing dates—“8-7-01” and “AUG. 13TH.” This adds to the document’s inconsistency.

Request for Response

Please submit the revised copy for final proofreading by December 31, 2006. Call me at 940. 891. 3730 or email me at cameron.palmer@gmail.com if you have any questions.