

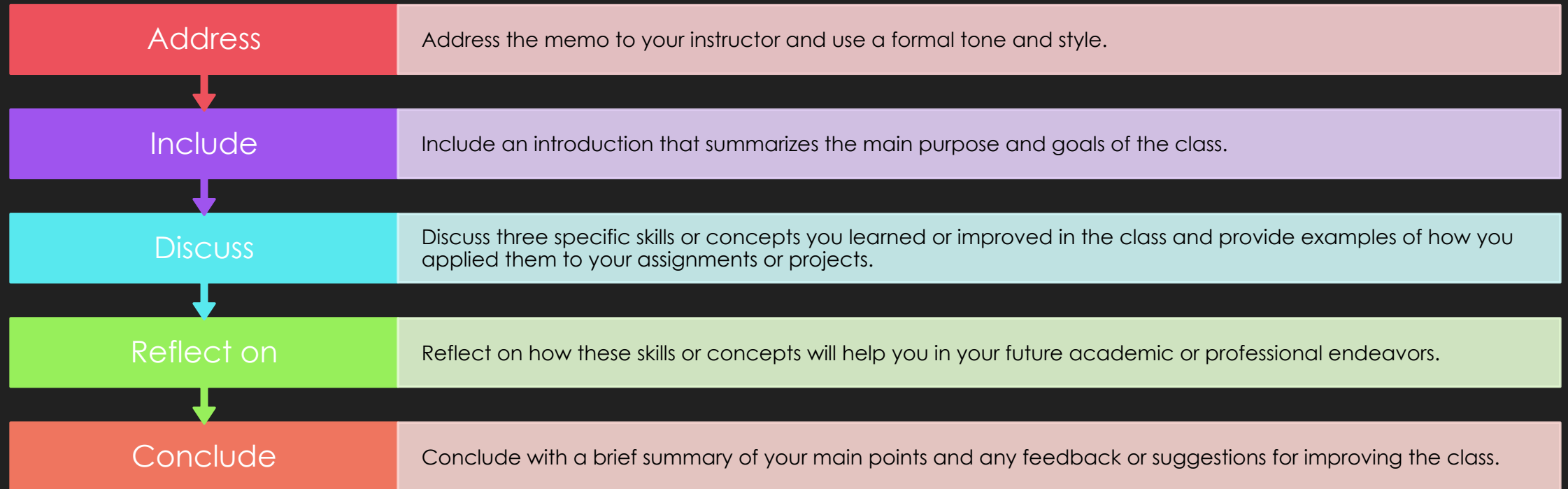
Class Reflection Memo

The background of the slide is a photograph of a stack of books resting on a wooden surface. The books are slightly out of focus, and a warm, golden light emanates from the upper right corner, creating a soft glow over the scene. The overall mood is contemplative and academic.

Your thoughts

Write a reflection memo about your experience in the Professional and Technical Writing class.

Assignment Details



Criteria



The memo should be between 500 and 700 words
follow the standard memo format.



The memo is worth 100 points and will be graded
based on the following criteria: content,
organization, clarity, style, and mechanics.

Rubric

- Content (40 points) The memo clearly summarizes the main purpose and goals of the class, discusses three specific skills or concepts learned or improved in the class with relevant examples, reflects on how these skills or concepts will help in future endeavors, and provides constructive feedback or suggestions for improving the class.
- Organization (20 points) The memo follows the standard memo format with appropriate headings, introduction, conclusion, and signature. The memo is well-structured, with clear transitions and a logical flow of ideas.
- Clarity (15 points) The memo uses clear and concise language that conveys the intended meaning. The memo avoids jargon, slang, and unnecessary words. The memo uses an appropriate tone and voice for the audience and purpose.
- Style (15 points) The memo uses varied sentence structures and word choices that enhance readability and interest. The memo uses active voice and parallelism when appropriate. The memo uses correct punctuation and capitalization throughout.
- Mechanics (10 points) The memo has proper spelling and grammar, with minimal usage errors.