

ENGL 7000: Technical Editing

Interoffice Memorandum

To Dr. Michelle Sidler
From Kaitlin Coyle
Date November 7, 2023

Subject Major Edits for C.H.O.I.C.E Document

Introduction

The following memo addresses changes made to the one-page informational document regarding C.H.O.I.C.E.'s educational programs and services. This document was created by undergraduate students in Dr. Sidler's editing course as an informational resource on the C.H.O.I.C.E. organization, their purpose, services, and educational resources and programs. The audience of this document consists of all-aged residents (children, teens, adults, elderly, etc.) of Uniontown, Alabama. The document's context of use will most likely be at C.H.O.I.C.E.'s Uniontown headquarters to offer information to citizens visiting the center. Student A's document was the primary document that I edited; however, I incorporated elements from Student B's document as well. This memo assesses the strengths and weaknesses of both documents, explaining the major changes made to Student A's document.

Assessment of Documents

I chose to edit Student A's document because I felt it was the strongest document in terms of its purpose, organization, content, and style. Overall, it also had a professional and proactive tone, which matches C.H.O.I.C.E.'s purpose. The document mentioned all the relevant details about C.H.O.I.C.E.: their history, purpose, founder, and the community they serve, Uniontown. This was pertinent information, especially considering Uniontown's history and lack of access to resources. A weakness of Student A's document; however, was that it only explained one of the educational programs that C.H.O.I.C.E. offers: Dolly Parton's Imagination Library. Because the document's purpose is to highlight C.H.O.I.C.E.'s educational resources, this was why I chose to use elements from Student B's document. The strength of Student B's document was that it contained additional information on two of C.H.O.I.C.E.'s other educational programs not mentioned by Student A: Educate Through College and the Youth Advisory Committee.

Changes Made to Document

Substantive changes made to this document include reorganizing and merging information. I took two paragraphs about educational programs from Student B's document and placed them in Student A's document. Much of the information from Student A's opening paragraph was redundant and vague, so it was removed. Additionally, I took small details from Student B's document about Uniontown's historic location in Alabama's Black Belt region and merged it into Student A's document. Before changes were made, Student A's organizational pattern consisted of explaining C.H.O.I.C.E.'s purpose before moving on to Uniontown's history. While this was a logical organization, I felt that the document would flow better if the information was merged. Dr. Sidler explained that C.H.O.I.C.E.'s founder was from Uniontown and founded the organization to cater to the town's needs. Thus, I felt that the history of Uniontown and C.H.O.I.C.E. were inherently intertwined, and one could not be told without the other. Lastly, I copyedited Student A's paper for Chicago Style, redundancies, and consistency in tone.