

ASSIGNMENT #3: Writing A Technical Definition

DUE: By midnight in Writing Workshop #3 on the day specified on D2L

FORMAT: MEMO (as shown in chapter 10 of Gurak and Lannon; include MEMO title and four upper headings).

- Single space paragraphs with a blank line between (no indentation therefore needed).
- Use 12-point Times New Roman font.
- Include sub-headings as needed.
- Integrate one image to support written text; format image with number, title and source information as shown in examples.

READERS: Brooke Carnwath and WW peers. Please use full names.

LENGTH: One to two pages, not to exceed two.

ASSIGNMENT DETAILS:

1. **Read Chapter 11, “Definitions,” in Gurak and Lannon.**
2. **Select a term to define related to COVID-19.** It can be a specific type of face mask, hand sanitizer, face shield, etc. It must be specific—a Bio-th Disposable Face Mask, for example, not any old face mask. Consider thinking outside the box: *How has this pandemic most affected your life? And, as you consider this, what objects/devices/methods are most relevant (and in need of explanation and/or definition)?*
3. **Define your term using a “sentence definition”** as described on page 194. To be complete, your sentence definition must contain a **term**, **class** and **features** (defining characteristics).
4. **Expand your definition using a VISUAL and at least two other methods offered in Chapter 11 to complete your 1-2 page MEMO.** These methods include: etymology; history; negation; operating principle; analysis of parts; visuals; comparison and contrast; required conditions; and examples. Think about your readers (that is, **think rhetorically**) and imagine what details they might be most interested in relative to your topic and current affairs.

NOTE: Your image must include a number (Figure 1), title (Details of a Bio-th Disposable Face Mask) and necessary labels (lines pointing to named parts)

5. **Use examples as a guide:** Carefully review Figure 11.2 in Gurak and Lannon and the past student example (Honey Gardens Elderberry Syrup) in D2L. Like the latter, yours will contain MEMO headings and be addressed to students in your Writing Workshop.
6. **Cite your sources.** To accurately and thoroughly expand your sentence definition, I expect to see at least two to three credible sources. As such, you need to give readers source information (biographical information) for the research you integrate. Please use reputable news agencies, studies, blogs, etc.—those, for instance, you trust and whose authors you find credible in their profession. Note that proper MLA citation requires in-text citations **and** a Works Cited list at the end. (See Elderberry Syrup example for guidance and Appendix B in your Gurak and Lannon textbook.) Please, let's not use Wikipedia. Thank you.

7. **Post your draft to your Writing Workshop** with specific questions about completeness, style, tone, grammar, etc. by the Sunday deadline specified in D2L.
8. **Respond to a peer's definition** by Wednesday of the following week with specific feedback about structure, content, grammar/syntax, use of image and tone.