**Memorandum**

To: Professor Karen Thompson

From: Todd Carter

Date: May 13th, 2025

Subject: Project 1

**Be Concise**: To “Be Concise” means to be brief yet comprehensive.

**Unnecessary Repetition**:

**Redundant Words and Phrases**:

**Dead Phrases**:

**Unnecessary modifiers**:

**Be Precise**: To “Be Precise” means exact and accurate as based on the audience.

**Terminology Appropriate to Audience**:

**Consistent Use of Terminology**:

**Level of Specifics and Detail**:

**Be Direct**: To “Be Direct” means to get to the point without embellishment and free from ambiguity.

**Active vs Lazy Verbs**:

**Active vs Passive Voice**:

**Topic Position**:

**Stress Position**:

**Noticeable Error(s)**:

**Conclusion**: