**Memorandum**

To: Professor Margot Volem

From: Todd Carter

Date: May 19th, 2025

Subject: Project 2

(Technical definition)

This memo contains information regarding the requested slidecast on the “Lock-Out, Tag-Out” methodology. The next sections elaborate on the target audience and the purpose of the slidecast and on the rhetorical moves and organizing pattern used.

**Audience**:

The target audience will be workers and managers in industrial manufacturing where hazardous energy is involved and poses a potential health risk to personnel. The audience will already have an understanding of where they might encounter hazardous energies, how to perform their own duties safely, and how to perform specific LOTO procedures in their own workspace.

**Purpose:**

My purpose is to write a technical definition for general “Lock-Out, Tag-Out” (LOTO) procedures in an industrial workplace. I will include explanations as to what is LOTO, why LOTO is necessary for a functioning and safe work environment, and how LOTO can be implemented without disrupting workflow.

**Rhetorical Moves**:

In this slide cast, I used the following rhetorical moves:

* Explain the history of x.
* Explain pros/cons or advantages/disadvantages of x.
* Explain something that is necessary to use x.
* Use an example of x.
* Compare x to something similar.

**Organizing Pattern**:

I used a general-to-specific pattern. In the slidecast, I introduce the concept of “Lock-Out, Tag-Out” before expanding into its reasons and purposes.

**Conclusion**:

Please reach out to me with any questions or concerns.