

Summary Memo Report—Comm 1234, Winter 2016

Final draft due March 28th in class
Worth 20% of final grade

Times New Roman, size 12
Double-spaced

Read the formal report found in the Technical Style Guide from pages 71 to 99. As you will soon discover, it's somewhat difficult to digest. Your job is to make it digestible.

Summarize the five chapters in **100-120 words each**. As with the summary activity, you will lose marks for going outside this range: going over or under will cause a deduction of 1% per word (on the assignment itself, not your overall grade in the class).

You do **not** have to summarize the letter of transmittal (p. 71) or the abstract (p. 73). However, you should **include a title page**. Also, if you quote or paraphrase from sources that the original author quotes or paraphrases, then you need to include a **works cited** page. You can use whatever reference style you prefer (e.g. APA, IEEE, or MLA), as long as you're consistent. It's probably easiest to keep the format of the original (MLA); see pages 98 and 99. I've provided a formatting template below.

There are two stages to this assignment. Stage 2 is the final submission itself, due March 28th. **Stage 1 is a consultation that will take place on March 21st**. You and one other student will meet with me at a pre-scheduled time to review your work up to that point. Here's what you need to bring to that meeting:

- A **printed** first draft of at least your **first two chapter summaries**.
- **Two specific questions** about how you can improve on what you've written, or on how to proceed with the rest of the summaries.
 - o Identify decisions you made during the writing process that you're not 100% sure of. These might include decisions to phrase something in a certain way, decisions to omit certain facts from the original report, etc.

Grading checklist:

Consultation

- Showed up on time ____/1
- Brought at least two summaries ____/2
- Had at least two specific questions prepared ____/2

Report

- **Clarity** (the less I have to pause to puzzle through what you're saying, the higher your grade) ____/5
- **Selection of content** (you successfully included what was important and you excluded what wasn't) ____/5
- **Attention to detail** (general formatting, including in-text citations and works cited, as well as spelling and punctuation) ____/5

Total: ____/20

Comments:

The following is a formatting template. Please use it.

Summary Memo Report

A Plan to Implement a Household Hazardous Waste Program in the Regional

Municipality of Niagara

Originally prepared by Jackie Scott in 2004

Prepared in summary format by _____

Comm 1234: Technical Writing Fundamentals

Section 02

For David Laing

March 28th, 2016

Chapter 1: Introduction

Word count: _____

Your summary goes here. I recommend either one or two paragraphs per summary. More than that and it will start to feel choppy. Remember to double-space.

Chapter 2: Collection Strategies

Word count: _____

Your summary goes here. I recommend either one or two paragraphs per summary. More than that and it will start to feel choppy. Remember to double-space.

Chapter 3: Disposal Strategies

Word count: _____

Your summary goes here. I recommend either one or two paragraphs per summary. More than that and it will start to feel choppy. Remember to double-space.

Chapter 4: Public Education

Word count: _____

Your summary goes here. I recommend either one or two paragraphs per summary. More than that and it will start to feel choppy. Remember to double-space.

Chapter 5: Conclusions & Recommendations

Word count: _____

Your summary goes here. I recommend either one or two paragraphs per summary. More than that and it will start to feel choppy. Remember to double-space.

Works Cited

Durham Environmental Network (DEN). Your Household Guide to Waste Reduction and

Recycling in Durham Region. 2nd ed. February 1999. <[http://www.e-](http://www.e-laws.gov.on.ca/DBLaws/Regs/English/900347_e.htm)

[laws.gov.on.ca/DBLaws/Regs/English/900347_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Regs/English/900347_e.htm)>

Free Dictionary.com (Farlex Inc.). "Niagara Regional Municipality, Ontario." 2004.

Accessed 17 November 2004

<<http://encyclopedia.thefreedictionary.com/Niagara%20Regional%20Municipality,%20Ontario>>

The above are just examples. Don't include those specific sources unless you referenced them directly in your summaries. Look through the original works cited (pp. 98-99) to find the sources you need, if you need them.