

## ENC3246 W5.2

I think the purpose has been established well in all three documents. Audience identification has also met the requirements in the document. The letter to Xaviere can be replaced with an email while achieving the same level of formality while also being a medium for faster communication. Emails are also more widely used than letters in this day and age. Memos to the board and Cynthia are appropriate due to the urgency of the situation and the breadth of information required to be transmitted. The writing can be better by improving the formality of the letter and the memo to the board.

Identifying Purpose: 6

Identifying Audience: 5

Selection of Genre: 4

Maintaining Professional Writing Style: 4

Document Design: 6

Holistic Score: 5

### REVISION PLAN

On the memo to the Board, I could include the steps I am planning to take for the investigation.

Attaching the memo as an email attachment to Cynthia is also another revision. I should also improve on Xaviere's letter by being more sympathetic and thanking them for informing us.