

# MEMORANDUM

**To:** Pavel Bolokhov  
**Cc:** Debbie Hlady, Chair – English Department  
**From:** Joe Benge – Instructor, English Department  
**Re:** PLA Assignment (English 170)  
**Date:** September 22, 2014

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## Preamble

Hi Pavel, you have applied for a Prior Learning Assessment (PLA) for English 170. Please make sure you have submitted the appropriate form to the Registrar's Office.

You come to Camosun having a PhD in physics and many awards and publications to your credit. For this reason I will be asking you to complete a fast-track alternative to the usual PLA process. As Russian is your first language, and your undergraduate and some graduate work was done in Russian, I will be looking at your submission for writing proficiency in English as well as document design.

## Your Assignment

You will not have to submit a formal portfolio, but instead will submit a Persuasive Memorandum Report. If this report indicates that you are capable of writing a workplace document at a "B" level or better, then you will be assigned a grade for English 170, and your challenge will be complete.

## But what if you don't get a "B" on this assignment?

If you do not achieve a "B" on this assignment, then I will spend some time with you to show you how to improve your report-writing skills. I will then assign you another report, the Illustrated Report, the same one given to the English 170 class.

If this report fails to achieve a "B" level, then I will assign a third report, again an Illustrated Report using a different scenario.

If this report fails to achieve a "B" level, then you will have to submit a formal PLA portfolio and follow all procedures in the PLA document.

## What should you include in this Persuasive Memorandum Report?

This persuasive memorandum report must convince me that your past academic, work, and life experiences qualify you for an exemption from English 170. In this report, incorporate as many examples as you can from the list below:

1. Provide an account of all academic English courses that you have taken (and been exempted from), the mark received, the year completed, and the institution attended. Include English-language courses taken in your native country.
2. Describe examples of noteworthy academic papers, theses, research essays, published material that you have written.
3. Describe examples, other than academic, of experiences that contribute to your ability to communicate in writing (these could be workplace or personal experiences).

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4. Describe examples of reports or other technical or workplace documents that you have written for workplace or personal purposes.
5. Describe examples of workplace electronic correspondence and/or web site development.
6. Describe correspondence from others attesting to your technical writing or written communication skills; in other words do you have any references?

I will, of course, expect this report to adhere to all the principles of workplace writing and document design. Consult the English 170 course package or me if you have any questions ([benge@shaw.ca](mailto:benge@shaw.ca)).

### **Deadline?**

Oct. 31<sup>st</sup> 2014 for the Persuasive Memorandum Report

I will provide deadlines for extra assignments later if they are necessary.

### **Summing Up**

Pavel, I would recommend completing this report as soon as you can, so you have extra time for your other courses. I am not anticipating that you will need to write any additional assignments. Let me know if you need any clarification or assistance. All the best.

J