

Copilot Prompt to Check Your User Documentation Reflection Memo

Instructions

You will use two different Copilot prompts to check this project. This prompt is for your User Documentation Memo. Do not copy these instructions into Copilot. Just copy the prompt below.

I am writing a memo that reflects on my revision of a user documentation webpage that would be used by someone in my career field of _____. I am uploading my draft. Please help me check for the following criteria, but do NOT make any changes or revisions to the document. Just tell me if the document meets the following criteria. Take your time and confirm all of the elements carefully.

My project begins with the required memo headers (to, from, subject, and date).

My project uses a clear and specific subject line for the memo.

My project introduces the user documentation, providing a link to the original version or a reference to an uploaded version of the original. The introduction ends with a purpose statement that explains the goal of the reflection memo. The section includes a heading before the content.

My project includes a section on Plain Language that evaluates the original document's usability in terms of its writing and that discusses the language with examples of the original design and my revision. It includes references to the course readings on plain language. The section includes a heading before the content.

My project includes a section on Redesign that evaluates the original document's usability in terms of design. It discusses the design with examples of design principles that are broken in the original document and the revisions that I made to improve the document. The memo considers the use of contrast (including use of color and whitespace), repetition, alignment, and proximity in the design to make the document more readable. The section includes references to the course readings on design. The section includes a heading before the content.

My project includes an Ethical, Legal, and Cultural Considerations section that evaluates the original document's ethical, legal, and cultural considerations, indicating any considerations that are excluded and providing examples from the original document and my revisions that improve the document in these areas. The section includes references to the course readings on ethics, legal, and cultural considerations. The section includes a heading before the content.

My project includes a section on Rhetorical Analysis that introduces the changes I made to improve the document's ability to connect with its audience. The section includes references to the course readings on audience and purpose. The section includes a heading before the content.

My project ends with a conclusion that reviews my evaluation of the original document and summarizes how my changes have improved the document, as well as provides my contact information. The section includes a heading before the content.

My project uses standard memo format and document design, with appropriate spacing. There are page numbers, if the document is longer than one page. The document does not include elements of other kinds of correspondence (such as an opening greeting like “Dear” or closing block like “Yours truly” and a signature).