

Survey of Writing In Your Field Assignment



Your Role in This Project

You're investigating the genres (kinds of writing) someone in your field writes as you begin exploring your topic for the term.

You will write a memo that tells Traci about your search, what you found, and what you learned.

Why This Project Matters

This assignment asks you to

- Focus on a key topic in your major.
- Explore four genres used in your field.
- Use plain language in your writing.
- Apply document design to your layout.



Know Your Audience

Write your memo to Traci, your teacher and a technical writer with industry experience. She wants to know about the genres you found and to see that you can follow the required memo format and assignment guidelines.



What to Include

Memo Headers: To, From, Date, Subject.

Intro: Purpose statement and summary of what you found.

Body:

Approach: Explain how you found sources & where.

List all the source titles (no full citations needed).

Types of Writing: Begin with an overview & advance organizer.

Include a subsection & subheading for each genre.

Identify the genre, purpose, audience, delivery mode, & length for each kind of writing.

Conclusions: Reflect on what this project taught you about workplace writing.

Conclusion: End cordially with your contact information.

Success Tips

- Write in paragraphs with full sentences.
- Use chunking as needed.
- Add headings & subheadings for easy reading.
- Use the Annotated Template as your model.
- Use a respectful, professional tone suited to workplace communication.



How You'll Be Graded

Refer to the rubric on the assignment page for full grading criteria.

Check the rubric before submitting to be sure your memo is complete and effective.

