

Copilot Prompt to Check Your Survey of Website Writing in Your Field Informal Report

I am writing a document that reports on writing in my career field, which is _____. 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.

My project analyzes at least four different webpages that focus on types of writing produced by someone who works in career field that my major prepares me to work in.

My project uses the Survey of Writing Template, maintaining its formatting.

My project includes the document title "Memo" and all memo headers (To:, From: Subject: and Date).

My project uses a clear and specific subject line.

My project introduces the report in the first paragraph of the memo.

My project provides details on how I found the information in my report in the second paragraph, under the Approach heading.

My project introduces four types of writing I have examined in the advance organizer, under the Types of Writing heading.

My project summarizes each of the four types of writing in a separate paragraph with a specific heading for each. For each of the four types of writing, I identify the following information: genre (what type of writing it is), purpose of the type of writing (what the writing is meant to do), typical audience(s) for the type of writing, usual mode of delivery (blog, paper, database, etc.), and usual length of the type of writing.

My project provides conclusions drawn from the research (what I learned) under the Conclusions heading.

My project ends the memo with a conclusion that provides my contact information.