

Example Memo

To: TC496-002 Students

From: Dr. Royston

Date: 13 May 2024

SUBJ: Introduction Memo

Hi everyone! I look forward to getting to know you this semester and helping you grow as an effective communicator. TC496 is a fun class to teach; I really enjoy learning about your goals and observing how you solve complex problems. To get you started, the purpose of this memo is to serve as an example of an audience-centered introduction memo.

I'm a Lecturer of Technical Communication at The University of Michigan and I teach two sections of TC496 every semester, among other courses. Last summer, I taught TC496 for the Joint Institute and the summer before that, I taught TC300. Before arriving in my current position, I taught a range of writing and humanities courses at various institutions after earning my PhD at Michigan State. And before that, I lived in London for a year and completed an MA in Shakespearean literature.

Outside of work, I enjoy working out, traveling, and reading about the fashion industry. I live with my husband who is a high school administrator, my red toy poodle named Bonnie, and my four-year old son, Leo. Bonnie and Leo are best friends and they certainly keep me on my toes with their boundless energy.

As an educator, I work to create an inclusive classroom that values students' diverse backgrounds and skillsets. I firmly believe that I am not the only educator in the room; students have so much to learn from each other! I also trust that students learn best by doing, not from me telling. I've revised the TC496 curriculum with these philosophies in mind.

Throughout this course, you will receive regular feedback from me and your peers. Drafts will help you tackle larger summative assignments by breaking them into more manageable formative pieces. Research shows that the writing process works and results in better finished products. Therefore, peer review is integrated in the curriculum. My hope is that by practicing these skills thoroughly, you are prepared for your other courses and life beyond academia.

I provide you with feedback in the form of a comments in a rubric. As such, you'll get both numerical and narrative feedback. It is my hope that this feedback helps you grow as a communicator. If my comments or scoring are ever unclear, please reach out! I am happy to help you refine your skills beyond the bounds of a single assignment.

I’ m excited to work with you this semester! I know that technical communication classes can be time consuming and/or difficult. But good communication skills are vital to your future success. I will do what I can to help you leave this course with the skills you need to adapt your communication to suit new audiences and/or purposes. Challenge your learning edge and you’ ll leave this course a more confident and skillful communicator!

Best, Dr. Royston