

Memorandum

To: Students of ENGL 361
From: Angela Burrus, Lecturer *AB*
Date: September 22, 2020
Subject: Drafting the Preliminary Special Topic Memorandum

The purpose of this memorandum is to provide all students with information on how to prepare the preliminary Special Topic memorandum for submission.

Summary

Throughout the semester, you will conduct research on a topic, related to your chosen profession, and present your findings at the end of the course. The first stage of your project calls for you to brainstorm ideas about your career as well as what you may want to research about it, including selecting and examining a chapter from your textbook, and submit your preliminary ideas in a proposal to me through a memorandum.

Assignment Details

The field of technical communication is far-reaching but a necessity you will need as you pursue and achieve your career goals. Therefore, in this course, you will choose a topic based on your major to show how technical communication intersects with that major and your chosen career path. The first stage of your project, the preliminary memorandum, calls for you to begin thinking about your topic. Your memo, therefore, should outline:

1. your major, career path (and any area of specialization), special interests.
2. what you know about your field.
3. a topic in your field and how you believe technical communication will intersect or fit in with this topic
4. steps you are going to take to research your topic (to include the chapter from the textbook you might use to ground your research).

Important Final Notes

Because this is a writing course, your final memorandum should be written in correct memo format (no templates, please). Include a purpose statement; address the information provided in the assignment details; and conform to the standards of formal grammar, usage, and style. Submit your memorandum as prescribed by your instructor on the scheduled due date and time. Please be aware that your topic must be approved before you begin your Special Topic project. In the event that you do not receive a passing score on your preliminary memorandum, you will be asked to revise your topic for approval.