Assignment One: Memo Punctilio

You’ve been working for your boss for only about six weeks, and over that time you’ve notice that his writing skills as demonstrated in his memos and emails are not as good as they should be. He writes too many messages and even when the memos are important to read, they’re hard to understand.

Earlier today you were passing by in the hallway and overheard a conversation that your boss was having with eh CEO who was making it clear to you boss that he had to do something to improve his writing skills. It looked like he had an article that he was giving him, and you overheard the CEO say, “here, read this. It might help.”

You returned to your office, but a few minutes later your boss comes in, boiling mad, hands you a photocopy of an article by Walter Kiechel III entitled “Memo Punctilio”. He throws it on your desk and says, “ Summarize this by tomorrow noon. Focus on whatever you think is interesting or useful.” And then he storms out.

Your job is to pretend that you’re the one asked to summarize this article, but here’s what I want you to do:”

1. For next class do an analysis of the situation, using each of the analysis steps discussed in class—defining the problem, the goals, and the audience.
2. Also next class bring in an outline of the draft of the summary that you are going to write.
3. For a week from today, bring in the final draft of your summary.

This assignment is mainly about organization and formatting, and I’ll have more to say about that next class. A helpful tip to keep in mind while doing this summary: Your document should be a more useful tool for the boss than if he were to have read the original article.