ENG 4CI Name: Date: PHS

**Memo and Formal Letter Assignment**

Now that you’ve learned about the purposes behind memos and emails, it’s time to put it into practice.

**Your job is to create an outline for BOTH a public memo and a private letter.**

You will be writing from Todd’s perspective.

|  |  |
| --- | --- |
| **Public Memo** | **Private Letter** |
| Create a memo to inform the people of Prentisstown of something that is of concern to Todd and that he thinks all the people of Prentisstown must know about. What that content is, is up to you. | Create a private letter to any one specific character in the novel thus far about something that concerns Todd’s interests. |
| **GOAL:**  Inform ALL people of Prentisstown of some of the following: Basic information, Background information, Changes, Updates. **If you’re stuck:**  Inform the public of the details of your findings or suspicions. What action do you require of them? | **GOAL:**  Present the recipient of the letter with specific information that you think Todd would either get from or offer to the recipient. **Character options include:**   |  |  |  |  | | --- | --- | --- | --- | | * Ben | * Mother | * Aaron | * Davy Prentiss | |
| **RESOLUTION:**  The memo will attempt to get the people of Prentisstown to help Todd out, however you see fit. Do so by outlining the benefits of helping. | **RESOLUTION:**  Ask the recipient for (more) help, offer advice, or offer help to the recipient. |
|  |  |
| **Plan the MEMO:**   * **Step 1:** Where will you (as Todd) like to post the MEMO. * **Step 2:** Then decide on what message you (as Todd) would like to send the general population in the memo.   + Tip: It may have something to do with Todd’s purpose and journey. * **Step 3:** What plan of action would you (as Todd) want readers to take? * **Step 4:** Write the Outline of the memo. | **Plan the LETTER:**   * **Step 1:** To whom will you (as Todd) write the memo? * **Step 2:** What does this person need to hear / what do you (as Todd) need to tell this person? * **Step 3:** Why does this person need to receive this letter / what do you (as Todd) want from this . person? * **Step 4:** Write the Outline of the Letter. |

**Rubric: /15**

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| **Criteria** | **Level 1** | **Level 2** | **Level 3** | **Level 4** |
| **Details/Textual accuracy** | Inaccurate  Lacking adequate examples | Some attempt at accuracy  Satisfactory examples | Solid attempt at accuracy  Good examples | Exemplary accuracy  Exemplary examples |
| **Awareness of Audience as a Specific Character** | Writes to a vague public / private audience  Poor embodiment of Todd | Attempts to writes to public / private audience  Some attempt to embody Todd | Solid awareness of public / private audience  Solid embodiment of Todd | Exemplary awareness of public / private audience  Exemplary embodiment of Todd |
| **Use of Content is realistic, and thoughtful** | Unrealistic  Lacking comprehension | Some realistic approach  Some thoughtful approach | Realistic approach  Solid thoughtful approach | Exemplary realism  Exemplary thoughtfulness in approach |

Upon completion of the planning chart, select one method (memo or letter) to write up as a good copy and hand in for marking.

Name:

Self-Assessment Checklist for memo/letter assignment (do this before handing in written assignment)

|  |  |  |
| --- | --- | --- |
| **Content** | **Form** | **Style** |
| * I have included my purpose in writing (paragraph 1) * I have included reasons behind offering information or needing information * I have included practical plans of action * I have included some sort of diagram that Todd would draw * I have elaborated with examples. | * I have used the proper email / letter layout and format (ie. It looks as it should) * I have used a template to help me (as you should) * I have used three paragraphs rather than one | * I have proofread for run-on sentences and improper homonyms (ie. Your / you’re, there / they’re / their, etc.) * I am confident that there are no typos or spelling errors. * I have written AS Todd |

**Rubric: /25**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Level 1** | **Level 2** | **Level 3** | **Level 4** |
| **Content Requirements** | Meets all content requirements with little to no effectiveness | Meets all content requirements mostly with some effectiveness | Meets all content requirements effectively | Meets all content requirements with exceptional effectiveness |
| **Selection of Content is realistic, textually accurate, and thoughtful** | Unrealistic  Inaccurate  Lacking insight | Some realistic approach  Some attempt at accuracy  Some thoughtful approach | Realistic approach  Solid attempt at accuracy  Solid thoughtful approach | Exemplary realism  Exemplary accuracy  Exemplary thoughtfulness in approach |
| **Layout and Format** | Errors in layout and format confuse so that it is difficult to recognizable as memo or letter | A few errors in layout and format | Solid attempt at layout and format | Exemplary layout and format |
| **Conventions (spelling, grammar, punctuation, etc.)** | Poor; struggle with written form or no editing evident. | Some struggle with written form; 4-6 errors. | Good attempt to avoid errors; 2-4 errors. | Evidently error free / negligible errors. |
| **Awareness of Audience as a Specific Character/ Writing with Voice** | Writes to a vague public / private audience  Poor embodiment of Todd | Attempts to writes to public / private audience  Some attempt to embody Todd | Solid awareness of public / private audience  Solid embodiment of Todd | Exemplary awareness of public / private audience  Exemplary embodiment of Todd |

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**ENG 4CI Name: Memo and Letter Assignment OUTLINES Date: PHS**

**MEMO Outline**

|  |  |
| --- | --- |
| **Date** |  |
| **To** |  |
| **CC** |  |
| **From** |  |
| **Subject or Re:** |  |
| **Paragraph 1** | Inform of purpose and important information |
| **Paragraph 2** | Reasons behind the new information |
| **Paragraph 3** | Plan of action, benefits of acting, dates of action |
| **Attached Documents** |  |

**LETTER Outline**

|  |  |
| --- | --- |
| **Recipient Address and Greeting** |  |
| **Paragraph 1** | Purpose of Writing to his person |
| **Paragraph 2** | Reasons behind offering info / needing info from this person |
| **Paragraph 3** | Statement of action required, why it is required, and dates it is required by |
| **Formal closing** |  |
| **Indication of attached documents.** | Inform of purpose and important information |