

## Email / Memo Character Motif Assignment

You will be writing an email to a specific character from *Shrek*. The email will follow the specific guidelines discussed in class.

### Task and Process:

Write a memo to a character of your choice about that character's specific role. It should:

FIRST outline the role, and

THEN act as information, inspiration, advice, or support to that character.

The memo should contain exactly the information expected in the note entitled "Writing Effective Memos and Email."

### Steps:

1. Review your Character Motifs chart for *Shrek*.
2. Select ONE character motif from the following list: elder, messenger, her, true love, villain, helper, or friend.
3. Identify one character who fits this role.
4. Plan your memo to this character by completing the chart (see reverse) and use it as your outline for your good copy.
5. Write your rough draft and edit it.
6. Write your good draft.

### To Clarify:

- If you elect to write a memo to the villain, you would FIRST identify the villain.
- 1<sup>st</sup> Paragraph: explain his/her role as villain to the character.
- 2<sup>nd</sup> Paragraph: You may wish to, for example, offer advice for how he/she could proceed as a villain. Or you could inspire him/her to act in favour of the hero.
- 3<sup>rd</sup> Paragraph: Conclude by communicating the plan of action you'd like the villain to have.

***Of course and as always, solid and specific reference to example from the movie will support your writing.***

<b>Date:</b>	
<b>To (specific with full name):</b>	
<b>Cc or Bcc:</b>	
<b>From:</b>	
<b>Subject:</b>	
<b>1<sup>st</sup> Paragraph</b> For the Main Point, <b>explain how that character fits his/her role.</b> (This would be background information. <b>To clarify:</b> How is the helper a helper? How is the true love the true love? How is the hero the hero? <b>Focus on what the character has DONE</b> to support your explanation.	
<b>2<sup>nd</sup> Paragraph</b> Also for the Main Point, offer some sort of advice, inspiration, rant, etc., to either affirm or change the way the character acts in the movie. Explain reasons why the character needs this additional note from you with examples.	
<b>3<sup>rd</sup> Paragraph - CONCLUDE</b> Shorter than the first and second paragraphs, this paragraph concludes with a plan of action for the recipient.	

### Grading:

/10

Criteria	Level 1	Level 2	Level 3	Level 4
Adheres to memo format and outline provided	Not at all	Sometimes	Frequently	Always
Content and examples / reasons	None	Poor	Sufficient	Excellent
Mechanics (spelling, punctuation, etc.)	>5 – appears unedited	3-4 errors	1-2 errors	No apparent errors