

WRTG 293 students,

Your next writing assignment will be a memo on your white paper topic. This assignment will help you focus on a topic for the white paper and will allow the instructor to give you feedback if the topic needs any adjustment or clarification.

The assignment is described below.

[Note: Please use the format outlined below. You can copy and paste the template into a Word document. Then you would write in your own text where you see the bracketed blue-text instructions. Use black text for your memo.]

To: [Your instructor's name]
From: [Your Name]
Date: [Today's Date]
Subject: [Project Title Name]

Summary

[Provide a brief summary identifying the purpose of writing this memo.]

What Is my Topic?

[In one paragraph, identify and describe your proposed topic of your white paper and the purpose of the white paper. In addition, if you can include a purpose statement or thesis statement, such a statement will help crystallize the topic.

For example, perhaps your local high school still collects work from students by hand, resulting in inefficiencies in documentation and even in teaching and learning. You feel that the use of a learning management system (LMS) would help this problem. You would mention this topic in this section of the memo. You could write something like the following:

The adoption of a learning management system will help teachers organize work submitted by students, provide students an electronic method of submitting their work, and allow parents to track students' progress.]

Why Do You Need to Investigate this Problem?

[In one or two paragraphs, describe the reasons you think this problem is important. For example, if the problem is that your local high school still collects work from students by hand, resulting in inefficiencies in documentation and even in teaching and learning, you would give some impact of this problem. You might cite a statistic on the number of pieces of homework that were lost last year because of this problem.]

What Are your Preliminary Ideas for Improvement?

[In one or two paragraphs, describe alternative approaches to the problem/situation you are describing.]

For example, perhaps the problem is that your local high school still collects work from students by hand, resulting in inefficiencies in documentation and even in teaching and learning. Your local high school does not use a learning management system (LMS). You feel that the use of an LMS will make the school more efficient. The use of the LMS would be an example of a preliminary idea.]

Who Is the Audience?

[In one or more paragraphs, identify the audiences for your white paper. Your primary audience would be the primary decision maker who would approve your documents and take action based on them. Who are possible stakeholders and/or others interested in this project?

For example, if you are going to write a white paper showing the advantages of using an LMS for your local high school, your primary audience might be the principal of high school. Possible stakeholders would be the school board and perhaps parents of the students attending the school.]

What Do I Know about this Topic?

[In one or two paragraphs, briefly describe any knowledge you already have or research you have done on this topic.]

For example, if you are going to write a white paper showing the advantages of using an LMS for your local high school, you might write about the fact that you are a teacher in this school and that you have experienced inefficiencies because of the current system. You might mention that you have talked to others about the situation. You might note an article or two you have read on the topic.]

Conclusion

[In one or two sentences, conclude your memo.]

Length of your memo:

There is no maximum or minimum number of words for the memo. The different sections above indicate that one or two paragraphs will be sufficient for most sections.

Due Date:

Your instructor will notify you of the due date.