Understanding Your Formal Project

For your formal project,
- Compile a portfolio of two published/distributed documents that need editing.
  
  *You can choose instructions, memos, brochures, form letters, manuals, newsletters, etc.*
- Choose documents that represent a variety of problems – in grammar, consistency, correctness, audience, organization, design, and style.

You must find two documents that
- are each two pages long (or documents that add up to four pages total)
- come from the same organization or company

Doing the Work

For each document,
- Analyze the problems
- Substantially edit the document and include your edit-marked pages
- Prepare a style sheet for each of the documents
- Rewrite and redesign each document

Then, write a memo to me in which you
- Write up your analysis of each document’s problems
- Justify the choices you’ve made for redesigning your documents

Turning in Your Formal Project

To turn in your formal project,
1. Place--in a 9” x 12” clasped envelope--
   - the original documents with your editing marks
   - your revised (rewritten and redesigned) documents
   - your justification document
2. Write--in the upper left corner of the envelope--
   - your name
   - your section number
   - my name
   - the date
3. Turn in your project.

Understanding Due Dates

Documents to me for approval
Proposal
Progress Report
Rough draft for review
Completed portfolio with justification

Monday, October 4
Monday, October 18
Monday, November 22 (written during class)
Wednesday, December 1
Monday, December 6

Failing to meet these deadlines reduces your portfolio grade 10 points per deadline; further, I will not accept your portfolio after December 6 unless you have received an extension from me.