Writing Your Justification Memo

Your formal project includes a justification memo—for the two documents you chose and I approved for your portfolio—in which you

- Write up your analysis of each document’s problems
- Justify the choices you’ve made for redesigning your documents

Include in your justification memo the following sections:

- **Introduction**
  Reminds readers about your project

- **Analysis**
  Tells readers what content errors, layout errors, formatting errors, and style/grammatical errors you found in your original documents

- **Justification**
  Tells readers what changes you made to correct content errors, layout errors, formatting errors, and style/grammatical errors in the original documents and why you made those changes

- **Conclusion**
  Summarizes your work on your documents and provides contact information

You should address your justification memo to the same person you addressed in your proposal.

**Due Dates:**

- **Friday, December 2**
  Complete rough draft (with your revised documents for your formal project)

- **Monday, December 5**
  Final version (turned in with your formal project)

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