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 one page long
  
  *(Note: In some cases, I may allow you to revise one two-page document)*
  
- 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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents to me for approval</td>
<td>Monday, October 10</td>
</tr>
<tr>
<td>Proposal</td>
<td>Wednesday, October 19</td>
</tr>
<tr>
<td>Progress Report</td>
<td>Wednesday, November 23 (written during class)</td>
</tr>
<tr>
<td>Rough draft for review</td>
<td>Friday, December 2</td>
</tr>
<tr>
<td>Completed portfolio with justification</td>
<td>Monday, December 5</td>
</tr>
</tbody>
</table>

*Failing to meet these deadlines reduces your portfolio grade 10 points per deadline; further, I will not accept your portfolio after December 5 unless you have received an extension from me.*