On Monday, November 12, you will use our class time to go on a special document scavenger hunt to find **two one-page published/distributed documents** with a variety of problems – in grammar, consistency, correctness, audience, organization, design, and style.

You can choose instructions, memos, brochures, form letters, manuals, newsletters, etc. You may NOT use web documents.

After you have found your two documents, write a memo (250-300 words) to me describing the documents’ problems. Categorize these problems in terms of grammar, consistency, correctness, audience, organization, design, and style

**Due:**
Wednesday, November 14, beginning of class

**Note:** Failing to meet this deadline results in a ten-point deduction from your formal project grade.