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 **three** 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 **three** 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: Thursday, June 3
- Proposal: Thursday, June 10
- Progress Report: Thursday, June 24 (written during class)
- Rough draft for review: Monday, June 28
- Completed portfolio with justification: Thursday, July 1

_Failing to meet these deadlines reduces your portfolio grade 10 points per deadline; further, I will not accept your portfolio after July 1 unless you have received an extension from me._