

# Sequence Two: Major Paper Conference Memo

engl 111 / sec. G / winter quarter 2011-12 / chang



A few weeks ago, you were introduced to this quarter's major paper assignment. Hopefully by this point, you have gone back to the novels to look for significant passages, you have had a chance to read the class's secondary readings a few times, you have been researching your topic, and you have been focusing your major paper's main claim.

Continue to work on your main claim. What is your goal, your exigence for this paper? What question are you asking about *Harry Potter*? What do you think the books are "doing" in terms of the cultural and identificatory interventions we have been talking about in class? Why is it important to read, analyze, and write about *Harry Potter*? What does *Harry Potter* tell us—the audience of the books and your analysis—about ourselves, our culture, our world? What does it tell us about things like race, class, sex, gender, sexuality, nationality, history, celebrity, power, education, and so on? Obviously, you are not going to be able to write about everything you discover. Choose what is most interesting, most compelling to you. Also choose what you can support with your readings and outside research.

To help you concisely articulate your major paper claim and your writing plan for the major paper, you will revise your initial research proposal memo to bring with you to your second conference (along with a claim worksheet, research, and any other pertinent materials). Remember that memos are brief, precise, information or data rich, semi-formal to formal, and purposeful pieces of technical writing. Memos usually use block format and contain:

- 1) DATE:
- 2) TO:
- 3) FROM:
- 4) SUBJECT:
- 5) One to five block paragraphs, single spaced, that cover main points, relevant information, and necessary details concisely and to-the-point.

Your revised research proposal should now provide: a specific framing of the project; a specific claim or argument; a revised approach or methodology; target audience; and working sources or references. For your conference, prepare a 1-page memo written to me that:

- 1) your specific paper topic, claim, and exigence.
- 2) a very brief outline of the paper and possible subclaims, perhaps noting a key resource of two
- 3) articulates why the paper is viable, doable, and appropriate now that you have done more research and work on the project,
- 4) raises any specific questions you may have about your claim, your analysis, or your research.

You may also want to supplement your explanation with what changed about your project since your last conference. Be certain to bring the texts you are working with to your conference. Be prepared to discuss your memo and your major paper at your conference.

Targeted outcomes: \_\_\_\_\_

Turn in: 12 inches, memo format, typed, no title page, single-spaced  
major paper claim worksheet

Draft Due: Monday, February 27, e-copy

Final Due: at your major paper conference