

Short Paper 1.5: Major Paper Conference Memo

engl 111 / sec. Q / fall quarter 2006-07 / chang



Almost two weeks ago, you were introduced to this sequence's final major paper assignment. Hopefully by this point, you have had a chance to read all of the readings (more than once), you have had some practice with close reading both text, image, and other cultural productions, and you have been crystallizing your final paper's main claim (e.g. Major Paper Claim Worksheet).

Continue to work on your main claim and the readings you have selected for your major paper. What question are you asking about your texts? What do you think your text is "doing" or "saying" or "revealing" about the kinds of issues around cyberspace we have been talking about in class. In other words, what do your texts tell us, the reader of your analysis, about the definition of cyberspace, about what cyberspace is (and is not),

and how this definition tells us about ourselves, our culture, our world? 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 the readings and with your outside research (e.g. the texts you read for your Annotated Bibliography).

To help you concisely articulate your major paper claim and your writing plan for the major paper, you will draft a memorandum (or memo) to bring with you to your conference (along with a working draft and any other pertinent materials). Memorandums (as used in the business and bureaucratic world) 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.

For your conference, prepare a 1-page memo written to me that:

- 1) expresses your final paper's main claim and explains why you believe it to be a reasonable and viable argument.
- 2) supplements your claim with two or three quotes or other evidence that help elaborate where your final paper is going.
- 3) briefly outlines your paper and possible sub-claims.
- 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 additional research you have found. Be certain to bring the texts you are working with to your conference. Be prepared to discuss your memo and your paper at your conference.

Targeted outcomes: 1, 2, 3

Turn in: 1 page, memo format, typed, no title page, single-spaced

Due: at your major paper conference