4003-341 Professional Communications

Group Memo
Due September 17, 2012

1 The Assignment

For this assignment you will write a memo with your group members. The purpose of the memo is to let me know who your group members are, the name of your group, and a little about each group member (i.e., work habits, strengths, weaknesses, etc.).

The purpose of your group is to discuss issues, form opinions, participate together in class, and support each other on assignments by reviewing each other’s work and reminding each other about due dates for assignments. You will also give a presentation together.

2 What to Submit

The memo will be printed on standard white 8.5 x 11 inch paper. The memo will state the name of your group, the names of your group members, and one paragraph about each group member. The group name is a word or phrase that characterizes all group members. Think of the act of coming up with this word or phrase as a team-building exercise. Include a sentence or two regarding how you arrived at this name and why it is significant to your group. When you describe each group member, try to be specific, for example, describe what personal strengths the member has that will contribute to the success of your group. Include in your subject line the course name, course number and section number, as well as a clear indication of the nature of the memo.

3 Grading

This assignment is worth a maximum of 3 points toward the “Other Assignments” category. All members of your group will share the same grade.

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1 Adapted from RIT DCS, H. Etlinger