



MEMORANDUM

Date: December 9, 2016
To: Tech Writers
From: Douglas R. Sahli CEO King Sahlimon Inc.
Subject: Friday productivity

INTRODUCTORY SUMMARY

My last absence, you as a class did not meet expectations of the day. Today will be different. You have already benefitted from your promised good behavior. Your day will keep you busy with a variety of activities. You must finish by the end of the period. A good sub report will keep due dates where they are.

FINAL PROJECT

Your work today will be in reference to your final project. All information is available on the website. Actually you know this as you have already accessed this paper. You need to find a partner with whom you can actually do some work. IF you wish to work on your own, that will be fine. Do not work with someone who will keep you from accomplishing a task.

FRIDAY ASSIGNMENT

Everything you do today will typed in a memo form and handed in at the end of the period. Your headings for the memo are not as I have presented here. Your headings must address the point of the paragraphs. Use subleaders if necessary.

READ

You and your partner must read the project information. After you read it, you will need to write a few things. You and your partner will paraphrase the assignment in one of the sections. Give an overview of what you will do. Include all of the guidelines and requirements for this final project

IDENTIFY

Identify whom you will be working with and present your possible topics. Remember that each topic can only be used one time in the class. So present a few options.

PRESENT

Present your information in a clear section Identifying your direction of research. This section will address the “paragraph” needed for this assignment. An example of the paragraph is on the web page.

CONCLUSION

The final project is fairly detailed and lengthy. It will take more time than you may have become accustomed to this semester. Start the project on the right foot and be productive.

d.s.