

* brought to the point
honest and I to guess on how in
what do i mean.

To: Ms. Crystal Rodwell

From: Mr. Reon Samuel

Date: 2/19/2022

Subject: A Good Toolset Makes A Difference

← Is this the subject of your memo?
If so, does it do the subject's job of
informing me of your analysis of your
essay?

In reflection and reviewing my product review essay in the subject line, I am informing you of my learning outcome regarding editing, purpose, and audience. These three topics stood out to me in the peer review part of the class, and I think they were the most beneficial in reviewing my essay. I don't see a clear statement of purpose.

I think that editing is an integral part of the writing process as it enables the writer to state what they are trying to say clearly. To get across their thoughts to the reader in the most efficient way. By editing, one can structure a sentence to seamlessly flow with the passage, thus making the reading experience a much smoother journey. I have learned from the peer review that I need to pay more attention to my editing while writing. Such as the removal of unnecessary words to avoid making run-on sentences. Also, the order in which topics are listed in the introduction should be the same way they are explained in the body of my writing.

No excessive exposition in a memo.
Good.
Which specific part of a clo applies to this info?

When writing, one should have a purpose: arguing a point, explaining a situation, or expressing your love to someone. Having a goal keeps the writer grounded and in-tune to their writing piece. If the writer does not have a purpose, writing can be quite difficult to decipher on the readers' behalf, leaving them to wonder what the paper was all about. The primary purpose of my essay was to capture the reader's attention and imagination, using imagery so that readers can be immersed in my feeling of the product. While at the same time hinting that I think they should buy the toolset, in other words selling the toolset, which I think I accomplished as that was the feedback I got from my peers.

Predicting the audience can be a challenge when writing, so a writer needs to pay close attention to their writing style, tone, and content according to what they know about the readers of the topic. For instance, an adult romance novel writer may predict that their audience most likely is females aged 18-40 years old. Thus, they would use words that can relate to their

What exactly didn't you do? What sh you have done? How will you remedy this issue in future writing?

readers within that age group, and the tone they use would be sensual as they would be trying to put their readers in a certain mood. With my product review essay, I think I didn't cater to all my audience as well as I should, as I was pretty naive about the background of my audience and their level of understanding. It was pointed out that not everyone knew what I meant when I said façade of historical building, as they did not understand where I was coming from with my point.

After the peer review session, I have learned that I need to pay more attention to my editing in terms of sentence structure and organization. I should pay more attention to my audience catering to diverse backgrounds and preconceived ignorance. I have also realized that I could accomplish my purpose using imagery, making my writing better if used in the right way. With this new understanding, I hope to apply what I have learned to improve my writing skills and become a better writer on my future writing and projects.

You have written an essay, not a memo. A memo requires you to name the issue/problem/achievement/growth then share its importance & no more! See ① as an example of what unnecessary info you can remove. Repeat for each IP.
the process

How have you come to this realization? How will it improve your writing? What is the "right way" to use it?

As noted above, you are missing specific identification of writing struggles/practices/improvements and which CLOs apply. These elements are required.

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