

Review of Ruth Benjamin's Writing with You Attitude Assignment – by Melodie Lu

By [melodie lu](#) on October 26, 2015

TO: Ruth Benjamin

FROM: Melodie Lu

DATE: October 25, 2015

SUBJECT: Review of Writing with You Attitude Assignment

I have reviewed your assignment for ENG 301, Unit 3:1 and you have done a great job with this memo. I have provided feedback and suggestions that I believe will aid in making the information you've provided.

Introduction: I like the subject line of "Strategies for Writing to Professors" that you chose for your assignment. This is clear and provides an indication that your email is intended to assist, not to criticize. The first paragraph thanks the student for asking for assistance in writing the letter, which thereby addresses his need, and offers a solution that will take into consideration the professor's point of view. This demonstrates a clear understanding of the 'you attitude.'

Writing Style: You may want to introduce that a list of bulleted points will follow your introductory paragraph. For example, at the end of the first paragraph you could write "Below is a bulleted list of points that you may consider in your email to your professor:" or "I have provided a bulleted list of suggestions below for your consideration."

Grammar: The grammar for all bullet points is consistent and clearly guides the recipient of the memo towards writing a clearer and more succinct email that incorporates the 'You Attitude.' You could consider changing the following bullet point slightly to remove additional unnecessary wording:

- Add a subject line. This will allow your professor to know what the email is about without him or her having to open before opening it.

For the third bullet point regarding the use of more professional language, I would refer to the instructor as 'whom' rather than 'who.' I would also suggest using an introductory greeting of Good Morning or Good Afternoon to increase professionalism, although Hello also works here.

I really like how you've suggested that Mr. Crisp should "focus on [his] interest in writing and that [he] regularly contribute[s] in class discussions and activities." This is a great way to focus on the positives rather than the negatives of why he has not been able to register for the course.

In the final bullet point, you have missed the apostrophe in professors, which should read as professor's.

Overall Impressions: Your closing offers additional assistance should Mr. Crisp require this, and wishes him luck in successfully registering for the course. This is a wonderful way to close your memo, and you've done a great job with this first draft. I hope that my feedback and suggestions will be useful to you. Should you have any questions or concerns, please do not hesitate to contact me.