

Memorandum

To: Tanis Lewis-King, Writing Squad Team Member

From: Ruhani Grewal, Writing Squad Team Member, RG

Date: June 26, 2015

Subject: Peer Review of Writing with You-Attitude

Tanis, I have reviewed your memorandum of advice to Evan Crisp on best practices in writing an e-mail to a professor seeking to be added to a full course. You have done a great job at providing effective guidelines for Evan Crisp to follow when writing an e-mail to a professional. I would like to offer the following suggestions and compliments:

Writing Style

The brief introduction given before the list of tips was excellent! The description was not only empathic towards Evan Crisp's situation, it also demonstrated the importance of communication via e-mails. In addition, the list of suggestions you presented to Evan Crisp was very descriptive and informative. It was wonderful to see that you were consistent, in terms of explanations, as to why each suggestion is important.

Voice

Although your introduction of the tips was relative to the scenario, I, however, failed to see the 'you-attitude' voice. For instance, in the second last sentence of your introduction, you could have written, "Since most communication outside the classroom occurs via e-mail, it is imperative that **you** communicate with **your** professors in an efficient and professional manner." This revised sentence demonstrates you-attitude toward Evan in the memorandum. Overall, your voice and tone was friendly and optimistic.

Grammar

The memorandum was well organized and easy to read without any notable grammar mistakes. One section that I would suggest re-formatting is your conclusion. Starting with "I hope..." for two consecutive sentences seems quite repetitive. I suggest to alter the first sentence in the conclusion as following: "The suggestions above will help you in future e-mail communications, whether with professors or with other authoritative persons."

In general, the memorandum that you have created for Evan Crisp about effective e-mail construction displays you-attitude in the seven tips listed. However, you-attitude can be shown in the introduction of the memorandum. I hope you find my feedback to be helpful. If you have any questions or concerns, please e-mail me at ruhanigrewal@hotmail.com.