

Feedback Memo

All writers "luck up" once in a while, do a little something special in their writing that's unexpected or that has unexpected results with readers. But for the most part, writers work hard at drafting and revision, and each change seems part of a slow and arduous process of figuring out where to go, what to do, what to say. "Good" writers can also, then, talk about what they've done, taking responsibility for the choices they have made, articulating the reasons for those choices, recognizing the effects those choices may have on certain readers.

For the Feedback Memo, I want you to demonstrate your abilities as that second type of writer. If we spend time reading and responding to each others' texts, then we should be able to talk about what the feedback was, what of it we used, what of it we didn't use, and why. To that end, please draft a memo to me, as teacher-evaluator, to help me see your particular processes and what vision you have for this text (that I might have a context in which to read). Below is a template you can use for your memo:

Student Name
Course # & Section
Teacher Name
Date
Feedback Memo
Paragraph #1: Purpose/Audience/Publication. Explain in one sentence what the purpose of your project is: are you trying to argue something? persuade a reader about something? tell a story to illustrate a point about the world? explore pertinent issues? etc . . . Then, tell me who your <i>primary</i> audience is (those you most want to write to) and why you chose them. Be sure to include what sort of publication site your piece would be appropriate for (or toward which you're working even if you're not really ready yet for that space).
Paragraph #2: Detail the feedback you received on this project. At what points in your writing process did you get feedback? Who gave you this feedback? What steps did you take to understand and consider the feedback you received? What topics did you reject in favor of this one? How did your topic evolve from what you knew at first to what you know now? (Other comment relevant to topic evolution)
Paragraph #3: Describe the specific suggestions you integrated into your revisions of this project. What revision suggestions did you get? From whom? Which did you choose to use? Why? Which did you reject? Why? Where in the project did you make these changes? What effects do these choices have on your project/your readers? Why?

You should be able to produce this memo in one single-spaced page. If you can't say it in one page, cut cut cut. Sometimes, to write reflective/analytical pieces like these, we start by rambling, trying to figure out what we have to say. Fine, but go back and get rid of the "fluff."
