

Workshop Checklist

Before you hand in your best draft of this assignment for my comments, be sure you can make the following claims.

Memos

1. I have used the standard memo format, with accurate identifying information.
2. I have a clear idea of the audience and purpose of the memo; I state that purpose at the start.
3. My memo focuses on my audience's needs.
4. If my memo includes more than one or two paragraphs of information, I have used headings and tables to make the memo more reader friendly.
5. If my memo includes quantitative data, I have used a list or a table to make the memo more reader friendly.
6. If appropriate, I have included an "action section" that clearly and politely describes tasks for me or my readers to perform.

Job Application Letters

1. I have determined the specific goals and skills to highlight in my application letter.
2. I have studied the company, so I know its background and needs.
3. My letter follows a standard letter format and demonstrates appropriate and accurate spelling and punctuation.
4. My opening paragraph identifies my source of information about the job, tells what job I am seeking and is tailored to the company.
5. The middle paragraph(s) highlights my educational and professional skills and abilities that fit this job. It builds bridges between what I have learned and done and what I can learn and do. It focuses on my audience's needs.
6. The closing paragraph motivates the reader to grant me an interview and makes it easy for the reader to contact me.
7. I have avoided using "I poisoning."

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