

For my memo assignment, I chose to write to my imaginary recipient about my plan to turn an abandoned building and its connected lot into a shelter for the homeless shelter. Originally there was a stew of confused feelings going on inside me. On one hand, I was stuck on how to continue with my essay after coming up with my big idea. On the other hand, it felt as if my idea was too straightforward to be expanded on and that I had to come up with another idea for this assignment. But ultimately, I choose my first thoughts out of the belief that there should be amends about how we address the hopeless.

To me, what worked well the most was my explanation of what aspects of green architecture the project would be using. The first draft of my memo had already discussed the idea of using solar panels or photovoltaic tiles to cut down on power usage. However, in the final draft, I made additions to include water conservation methods, specifically adding high-efficiency washing machines, dual flush toilets, and low-flow aerators. What also worked was the tone I used. Although it was too friendly at some points, I felt like I was addressing the reader as a co-worker and not in a boss-and-employee manner.

What didn't work was how I realized that I was lacking in details when we did the peer review as a lot of my classmates were asking me to be more specific and offering new ideas of what to add for me.

Through this assignment, I've achieved two of the course's learning objectives. First, there was objective 3, negotiating your own writing goals and audience expectations regarding conventions of genre, medium, and rhetorical situation. Here, the rhetorical situation would be writing a sincere memo to our imaginary reader about our plan for a project in NYC. While attempting to make the reader feel like a colleague, I may have made my first draft too friendly in tone. Since a memo is a paper you write to give people information, I had to reiterate my

writing goals for this paper. I had to revise my paper in a more serious tone given the aforementioned rhetorical situation and the medium of writing I should be aiming for.

The second objective is objective number 4, developing and engaging in the collaborative and social aspects of writing processes. To me, the sheer fact that I would be pretending to write a letter to some architect that I made up would qualify as social given that I was specifically talking to my reader about my project. The main problem, if there was one, would've been how I was supposed to approach him, since "we" would be working together on this project.

Overall, I felt like I should be taking away a lesson from this, which is that you'll need to add more details to truly bring out the most of your work. Something I feel is a beneficial lesson for my path of becoming a writer.