

# WAC Overview and Letter Assignment

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ANSC 311 Fall 2014

# Lecture preview

- Intro to WAC
- WAC assignments
- E-mail submissions
- Resources

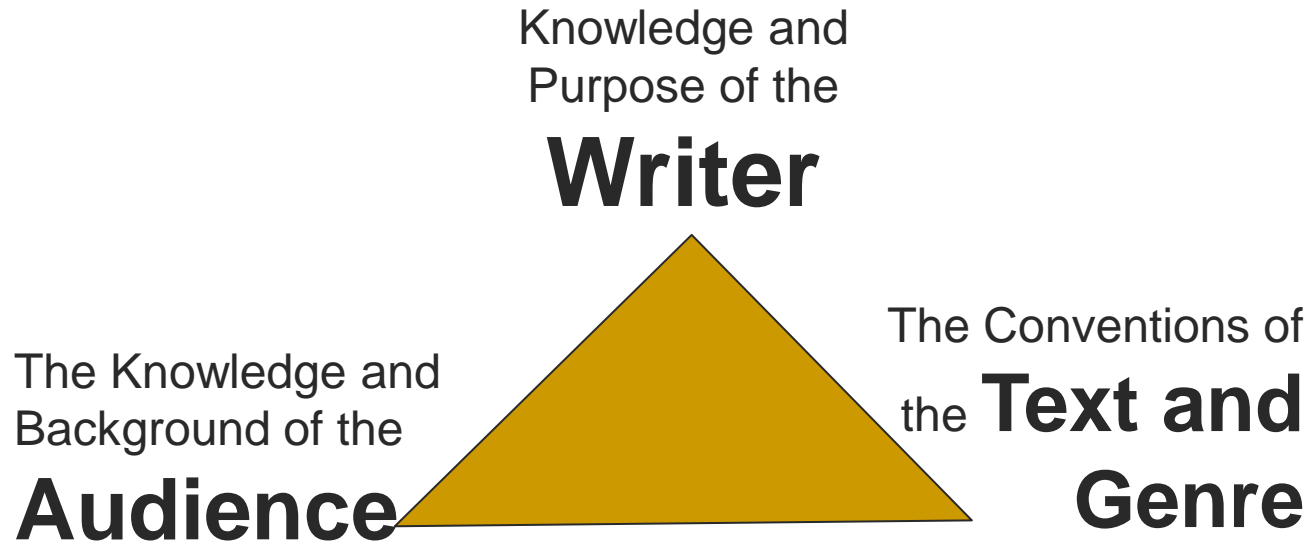
# Writing Across the Curriculum (WAC)

- For your WAC assignments, you will be creating documents in different genres, for different audiences.
- Different genres and audiences can change the way you plan, write, and design documents.
- WAC supports *writing to learn* course content as well as *learning to write* in genres and situations appropriate to animal breeding.

# WAC Assignments

- You will be assessed according to the conventions and expectations for the following genres:
  - Letters
  - Annotations
  - Memos
  - E-mail

# [ All assignments have . . . ]



## Letters: What is the purpose?

- Letters to Dr. Cartwright serve more than one purpose:
  - They help you synthesize course work.
  - They allow your instructor to check your understanding and answer questions.
    - See WAC Syllabus on Blackboard for further instructions on this assignment.

# Letter: Audience Considerations

## ■ Audience

### ○ What tone should be used?

- An expert in the field but not a member of the class
- You have met him before
- You are acquaintances, not friends

## ■ Purpose

### ○ What do you want to accomplish?

- You have a specific question to ask about the field.
- You also might apply to an internship at a company that sometimes consults him.

# Annotations: What is the purpose?

- To learn more about a topic through summarizing and analyzing
- To inform readers about the article's content
- To help researchers decide whether or not to read the full article
- For further assistance, see:
  - WAC Syllabus on Blackboard for additional instructions on this assignment.
  - <https://owl.english.purdue.edu/owl/resource/614/01/>



## [Annotations: Technical Vs Popular Sources]

- Technical sources are published by a high entity of an organization.
- Technical sources are written for experts in specific fields.
- Technical sources are hard to read for those not in the field.
- Can be found through searches on academic databases such as [lib.purdue.edu](http://lib.purdue.edu)

## [Annotations: Technical Vs Popular Sources]

- Popular sources take what technical sources say and explain it for those not in the field.
- Popular sources lack technical terms, equations, discussion of methods; instead, they might have paraphrasing, interviews, and are typically short articles in magazines or blogs.
- Can be found through general web searches (google, etc)

## Memo: What is the Purpose?

- Memo to a client, copied to Barb Dyson, your immediate supervisor:
  - Help you gain practice in the professional genre of memo writing.
  - Inform Barb and SAID clients about what you have learned and how it might be useful to them.
  - Help you synthesize course work.
    - See WAC Syllabus on Blackboard for further instructions on this assignment.

# Memo Conventions

- Appropriate heading:
  - To: Xxxx Xxxx, Title
  - Cc: Barb Dyson, SAID Supervisor
  - From: Xxxx Xxxx, Title (with signed initials)
  - Date:
  - Subject:
- Opening paragraph that previews the memo's purpose and organization
- Headings and well-organized body paragraphs:
  - A response to a question using course information
  - A request for more information to help you write your response
  - A goodwill closing with your email address

# Preparing Letters, Annotations, and Memos

- Review this PowerPoint presentation, Rubrics, and Examples on Blackboard.
- Add transition words to tie ideas together
- Proofread
- Read your work aloud
- Have a peer read your work
- Go to the Writing Lab
- Visit [the Purdue OWL](#)

# Emails should include...

- Subject line that clearly identifies purpose
- Attachment with proper name and in proper format (MS Word .doc or .docx)
- Proper format should be LAST NAME, FIRST NAME, ASSIGNMENT
  - Doe, Jane, Letter 1
- Opening salutation
- Body text with clear explanation of email's purpose
- Closing salutation
- Signature
- It is important to convey a courteous and professional tone.
- Resources:
  - <http://owl.english.purdue.edu/owl/resource/636/01/>
  - <http://www.101emailtippetips.com/>

# Courteous and Professional Tone

- Hey Fernando, I need help with my Memo due tomrow. Are you free at 3 today?

# Possible Revision

- Dear Fernando,  
As I've been working on my memo, I realized I needed some help with transitions. I wanted to come and see you during your office hours this week, but unfortunately, I have class during that time. Would it be possible to schedule an appointment for later this week or early next week? I look forward to hearing back from you.

Sincerely,

Wendy Student



# [ Emails: Additional Requirements ]

- Maintain a professional tone in all correspondences for this course.
- Your emails provide practice with professional workplace communication.
- To schedule an appointment with us or to ask questions about the course, send separate emails with distinct subject lines. Please do not combine assignment submissions with inquiries.

# Email Submissions

- The **letters**, **annotations**, and **memos** will all be submitted via **email** to the WAC coordinators.
- **Letter 1**: Due Wednesday, September 3
  - A-J send to Fernando ([fsanchez@purdue.edu](mailto:fsanchez@purdue.edu))
  - K-Z send to Ellery ([esills@purdue.edu](mailto:esills@purdue.edu))
- **Annotation 1**: Due Wednesday, September 10
  - A-J send to Ellery ([esills@purdue.edu](mailto:esills@purdue.edu))
  - K-Z send to Fernando ([fsanchez@purdue.edu](mailto:fsanchez@purdue.edu))
- **Memo 1**: Due Wednesday, September 17
  - A-J send to Fernando ([fsanchez@purdue.edu](mailto:fsanchez@purdue.edu))
  - K-Z send to Ellery ([esills@purdue.edu](mailto:esills@purdue.edu))

# [ For Assistance ]

- Meet with Ellery in HEAV 209  
([esills@purdue.edu](mailto:esills@purdue.edu))
- Meet with Fernando in HEAV 325F  
([fsanchez@purdue.edu](mailto:fsanchez@purdue.edu))
- Visit the Writing Lab (HEAV 226)
  - Tutors are familiar with your assignments
- Visit [the Purdue OWL](http://owl.english.purdue.edu/)
  - <http://owl.english.purdue.edu/>

# WAC Nights at the Writing Lab

- You are required to attend one of the first WAC Nights at the Writing Lab, HEAV 226
- Dates:
  - Thursday, August 28th, 6-7 pm or 7-8pm
  - Tuesday, September 2<sup>nd</sup>, 6-7 pm or 7-8 pm