Revision and Incorporating Feedback into Assignments

Content

- In letters (external) and memos (internal), purpose should be clear from the outset.
- Managers and Supervisors get dozens of memos, letters, emails a day. They don't have time for writers to get to the point.

Intros-purpose

- Good intro:
  - Preview of what I will read
  - Answer why I need to read this
- Might need to contextualize with a goodwill greeting (letter).
- Can dive right in (memo).

- Competent: Recently our animal breeding class discussed several topics that you might find interesting.
- Good: Recently our animal breeding class discussed how genetic frequencies change.
- Better: This information could be useful to SAID's employees *because*...

Intros-questions

- Be up front about questions.
- Be specific about questions.

- Good: "I also ask a question at the end."
- Better: "I'm also curious about the usefulness of migration for animal breeders." –Or– "I also ask a question at the end about the usefulness of migration for animal breeders."

The Strong Letter example

- During the past week in Animal Science 311, our class has learned several different things that I believe might be useful to our work at SAID. The lecture topics for this past week were the differences between quantitative, qualitative, and threshold traits. We also discussed how to test for qualitative traits. I also have a question related to these topics .

Follow through

- When you state the purpose of a letter or memo, make sure that your body paragraphs fulfill that commitment.
- No "information drop."
- Write introductory purpose last.

For instance,

- In the intro, if you say that you are writing with information that may be useful to breeders, then
  - In the body, talk about how the information could be useful to breeders.
  - In the body, *don't* talk about information that is not useful to breeders.

Or

- In the body, if you want to keep information that is relevant but may not be useful to breeders
  - Change the purpose of the letter/memo in the intro to account for why you are talking about information that is not useful to breeders.

Integrating information

- Avoid Crouton effect:
  - My thought. "Their quote."
- Find ways to integrate the two:
  - I enhance my thought using "their quote."
- According to Sánchez and Sills (2013), "memos must be specific" (p.9).
- Sánchez and Sills (2013) argue that "memos must be specific" (p.9)
- Because Sánchez and Sills (2013) state that "memos must be specific" (p.9), we should be as detailed as possible.

Organization

Transitions connect paragraphs and create a unified text (letters and annotations).

If two white horses are bred, 25% of the foals may die in the embryonic stage if each parent passes on the dominant white allele. As a result, every white horse that survives is a heterozygote. Another problem associated with the white gene , as the authors explain, is a high mutation rate.

Organization

Transitions within paragraphs help create further cohesion. When writing these transitions, begin a sentence where the previous one left off.

I have also continued to volunteer at the local zoo, Columbian Park Zoo, when I'm not studying for my classes. One of these many classes includes my animal breeding course, which has proven to be difficult work, but extremely interesting.

Style and Tone

Second person point of view ("you")

▫ Use when giving directions or offering advice directly to the reader. This point of view allows us to make a connection with our readers.

Style and Tone

The purpose of breeding is to determine the characteristics you value for a specific animal and which specific traits control these qualities. Once you have done this, you can select sires and dams and assign them together to mate.

The purpose of breeding is to determine the characteristics we value for a specific animal and which specific traits control these qualities. Once we have done this, we can select sires and dams and assign them together to mate.

The purpose of breeding is to determine the characteristics that breeders value for a specific animal and which specific traits control these qualities. Once they have done this, they can select sires and dams and assign them together to mate.

Format—**Annotations**

- Technical vs. Popular sources
- Different audiences: researchers vs. a wider public
- Different audiences = Different media
- Different media = Different citation

Format—Annotations-Tech. sources

- Often peer reviewed
- Often—though not always—are in journals and have to be cited as articles in periodicals
- Tend to use specialized language, greater detail, and full citations.
- Last Name, F.I. (year). Title of article. *Title of Journal Vol*(iss), page range.
- Can also be books.

Format—Annotations—Popular Sources

- Can come in a variety of media (television programs, magazine articles, newspaper articles, websites)
- Publication information will vary.
- Last name, F.I. (year).

WAC Consultations

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