Revision Memo Assignment

EEB 4609W/5609

Attach a Revision Memo to your second draft (instructors will not grade drafts without memos).

Include:

1. A summary of the comments and suggestions your peers made about your first draft.

2. A description of what you changed in moving from the first draft to the second draft.

3. A list of changes that you know you need to make in your final draft, but haven't made yet.

4. A brief list of points you would like the instructor to be looking at and specific questions and concerns you have regarding this draft.