

TO: Technical Writing Students
FROM: ***
DATE: ***
SUBJECT: **Introductory Memo**

Using this format and the information described in *TCTC* Chapter 12, write a memo introducing yourself to me. Because this memo will be my first impression of you and your writing, you should prepare it with care. Make the information as accessible as possible, perhaps using headings and/or lists.

Your memo should cover at least the following:

- Basic information, including name and what you prefer to be called, email address, and phone number (this information might come in handy once we begin group work, in particular)
- Semester schedule showing days and times available for group work outside of class (preferably in chart format)
- Major, area(s) of specialization, career interests and goals
- Major writing experiences at school, on the job, or in other areas; feel free to describe specific projects
- Expectations of this course