

Writing 109ST: Assignment #5

Memorandum: Research Paper Topic Proposal

Objective

In preparation for our Writing 109ST presentations and research paper, you will need to select a topic for your conference paper and oral presentation. The topic may be within your major, or outside of your usual area of interest. It should be a topic that genuinely interests you personally, and that can be researched using resources here at UCSB. Because the end result is a formal conference paper of 15–20 pages in length, you should select your topic carefully according to the audience you are targeting. This short assignment will require you to write a one-page memorandum.

Tasks

Write a basic, one-page, business-style memorandum, informing the reader of the proposed topic for your conference paper. Your memo should contain the following elements:

- Provide a proper memo heading, including “From,” “To,” “Subject,” and “Date” fields. The “To” field should be addressed to me (Doug Bradley). Somewhere near the top of your memo, we should see the word “Memo” or “Memorandum” in large letters. The “Date” field should be unambiguous and understandable to any reader in the world. Keep your “Subject” field brief, e.g., “Paper topic,” or “Conference paper.”
- Outline the main points of your proposed paper. What is the topic, and who is the intended audience? What sort of paper are you proposing? Primary research? Secondary research? Review of the literature? Lay audience article? [See the conference paper assignment description on the course website Help page for more information (http://www.dougbradley.net/courses/writ109st/help.html#conf_paper).]
- Indicate the approximate final length of your paper in double-spaced pages (including diagrams, tables and charts).
- Indicate whether the oral presentation of your paper will utilize PowerPoint, Keynote, or a web-based application (e.g., HTML or Prezi). Do you have any special needs for your oral presentation that you cannot yourself supply (e.g., laptop, overhead projector, etc.)?
- Be certain to initial your memo, either at the bottom or next to your name in the “From” field.

Due Date

See course schedule for due date.