

## **Writing 50: Assignment #3**

### **Memorandum: Paper Topic Proposal**

#### ***Objective***

In preparation for our Writing 50 presentations, you will need to select a topic. The topic may be any urban legend, conspiracy theory, or hoax; however, 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 paper of 12–15 pages in length (see assignment on website), 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. Make two copies: one to turn in, and one for classroom peer review. 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 the instructor (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 is your provisional research question? What genre of paper are you proposing? Primary research? Secondary research? Review of the literature? Lay audience article?
- 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 or web-based software. Do you have any special needs for your oral presentation?
- Be certain to initial your memo, either at the bottom, or next to your name in the “From” field.
- For help with properly formatting memos, see the Assignment #3 entry on the “Writing Help” course web page.

#### ***Due Date***

See course schedule for due date.