

Memo Reflection

The memo I have written was made to present a problem present in The City College of New York (CCNY) that has yet to be resolved. The subject of the Memo is meant to focus on a specific problem that negatively impacts me along with my fellow students learning experience, which is the need for classroom renovations in many of CCNY Academic buildings. After introducing the problem, I then briefly discuss solutions to these problems by touching upon how these implementing changes through renovations will be implemented, and how will this is relevant to both the college and students who go there.

The flexibility this assignment gave me was very well appreciated since I could essentially discuss my frustrations in a meaningful way, even if my frustrations seemed minor in the major picture of CCNY. However, in keeping with the professional format of the memo, I had to choose my words wisely to abridge what I was trying to get across to the President of City College, Dr. Vincent Boudreau and any sympathizers that can relate to my issue. This was done in the hopes to convince Dr. Boudreau on why my complaint is relevant and important enough to do something about it. Furthermore, this must be written so that other students who know about the problem and for anyone who does not, so that they could see the problem clearly as well and advocate for this to be resolved.

To accomplish this, I must be able to state clearly what is the specific problem I am talking about as there are many problems at CCNY and then analyze the problem beyond its surface value. However, as mentioned before, it was done in a professional manner to keep me from sounding too passionate in order to stay away from sounding like it is coming from my

emotions, instead of experience. This is because of the writer's dilemma of where I have the readers attention for a small window of time in which I have to get across what am I arguing, and why this matters to them too. The writing on the paper acts as the messenger and I must make sure the messenger delivers the core of my argument in the most effective way, and with few mistakes as possible because the more I have no matter how big or small that error is, risks losing the readers attention. This is done by editing and proofreading my work over and over which is something I struggle with as I don't feel comfortable looking and finding the flaws I know I made. But, I know when I master this skill, then my writing will improve by better scaffolding off points I made, offering deeper and stronger rhetorical analysis on my specifics arguments and which will all come around to my original problem and solution to keep the connection present.