This paragraph provides background information and the purpose for my memo.

This paragraph provides a summary of my memo.

You set the following goals for the course; following each goal, I have indicated my progress toward meeting that goal:

- to analyze the contexts in which they communicate (the entire rhetorical situation as determined by audience, occasion, and intention) and to tailor the style and the structures of their technical documents to suit their occasions, audiences, and purposes
  
  I have made significant progress toward this goal. At first I did not understand the Sunspaces and Audience analysis exercises, but by the time we revised the Syllabus assignment…

- to discover, efficiently generate, and effectively organize technical information through use of the typical genres of technical document
  
  I have made some progress…

- to research and document technical information as appropriate to their profession and to their communication tasks
  
  I have made little or no progress…

- to use appropriate hardware and software to produce reports, instructions, and proposals in print or electronic form. This means mastering basic techniques in working with operating systems, word-processing programs, paint or drawing programs, spreadsheets, and presentation software in order to solve technical communication tasks.

- to critique and edit their own and their classmates' documents

- to usability test (print or electronic) documents

- to effectively collaborate with other students to develop technical documents and to solve communication problems