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CENTENARY COLLEGE
NEW JERSEY

Writing Placement Portfolio Program: Writer's Memo

This memo, addressed to the Writing Placement Portfolio Program, is the first thing the Portfolio Placement Committee will read. You should use this Writer's Memo to introduce your portfolio, telling your readers anything they should know about the assignments your portfolio contains.

Tips for drafting the Writer's Memo

Things to consider:

- Since the **purpose** of your Writer's Memo is to introduce your portfolio, you will want to be careful to address each assignment as an individual text. In addition, consider how you might introduce yourself as a writer in relation to the assignments in your portfolio.
- The Portfolio Placement Committee is the **audience** for your portfolio, thus you will want to pay special attention to the language used and how you present each piece. Given that the Committee did not assign the drafts and essays included in your portfolio, you may consider using this memo to offer any specifics needed to read and assess each assignment.
- Your Writer's Memo should be formatted within the **genre** of memo or letter, with just enough information provided for introduction. Do not weigh the strength of your portfolio in the memo, but rather, consider it as a necessary part of the whole portfolio.
- Finally, consider the type of **attitude** you will use in drafting your Writer's Memo. While the purpose of your portfolio is for placement assessment, you do not want to overwhelm your readers with arguing why you should be placed in one class over another. Let your writing stand for itself and use this memo only as an introduction.