

## Writer's Memos

For most writing assignments, you will include a Writer's Memo. Whether short or long, Writer's Memos directly communicate your thoughts about the writing process, choices, and goals you had for the project. They give you a chance to reflect on the work you've done, what you're learning, and how this fits with past learning. You are welcome to be honest about your limitations, process, and production, and you should end with goals for the next project.

Make sure you explore:

- 1) Your **goals and process for drafting** your writing project
- 2) a **summary of your revision process** (if applicable), including the **feedback** you received and how you addressed that feedback
- 3) the **challenges** and **successes** you experienced
- 4) what **assistance** you received on your writing, including from classmates (in workshop), your professor, other people, tools, and technologies, and how that assistance helped you learn and write
- 5) any **questions/feedback** you would like about your work; and
- 6) the **goals** you have for the next project

Writer's Memos for short assignments can be short (a paragraph). For major project drafts and your portfolio, aim for closer to 1-2 pages (ca. 250-500 words). As you write your author's memos, especially for your portfolios, you may want to refer to specific elements of your work to provide examples of your process and progress.

**Consider These Questions (you do not have to answer all of them!):**

- Where did the idea for this piece come from?
- Why did you choose to write about this idea instead of another?
- What are you trying to do with this piece of writing?
- How do you understand the rhetorical situation for this writing -- in other words, how are you imagining audience, purpose, and context?
- How did you create this draft? Was it difficult? Easy? Somewhere in between? Why?
- What was your revision process like (if you had one)?
- Who or what helped you write? Who or what got in the way?
- What sources did you use and why? Were there sources you considered using but chose not to?
- What do you especially like about this short assignment, draft, or revision?
- What do you think needs more work?
- What questions emerged as you wrote?
- What kinds of feedback will be most useful to you?