

How to Write a Revision Memo

Purpose

To demonstrate that you understand what needed to be corrected in your essay, and that you have fixed those things.

Requirements

The memo must...

- be in the form of a letter addressed to Professor Paruolo
- be in MLA format
- include your full name and section number
- have three paragraphs
 - o 1st: include title of your essay, grade you received on the draft, how you felt about the grade (deserved, surprised, etc.)
 - o 2nd: explain what needed improvement, what you did to improve those parts, explanation for any parts you didn't correct or are still unsure of after revising
 - o 3rd: discuss how much time you put into the writing and revision of the paper, how you feel about the quality of your final version, what grade you *reasonably* expect to get on the final version
- be handed in with the final version of the paper

Sample Memo

March 11, 2019

Dear Professor Paruolo,

I received a C+ on my draft/response paper portion of Essay #1, "I Write in Silence." I was not very pleased with this grade because I worked very hard on the draft, but when I read the comments, it made sense because I had a lot of mistakes.

For my final version, I have made several corrections. Regarding content, I provided additional examples to illustrate my points (my mom's reaction, and a description of my elementary school classroom). I also changed the order of the story so that the event with my brother comes before the description of my 8th birthday party, in order to clear up some confusion. In terms of grammar, I worked with a tutor in the Learning Center to correct my errors in verb tense and select more appropriate vocabulary. I also fixed the font type, changing it to Times New Roman, and double spaced the entire essay. Although I have worked hard on this paper, I am still not sure if I have included enough critical analysis. I also completed some of my edits after I met with the tutor, so I think I may have made some more verb tense mistakes in the new sections I added on the last page.

Altogether I spent about three hours, rewriting, editing, and revising my paper. That is in addition to the two hours I spent writing the draft. I am satisfied with my final product because I believe it represents my best effort. I hope to receive a B on the final version of this essay since the grammar has improved a lot, as has the amount of description.

Sincerely,

Jane Goodstudent (D441)