



WAC Overview and Letter Assignment

Mary McCall and Ellery Sills
ANSC 311 Spring 2015

Lecture preview

- Intro to WAC
- WAC assignments
- E-mail submissions
- Resources

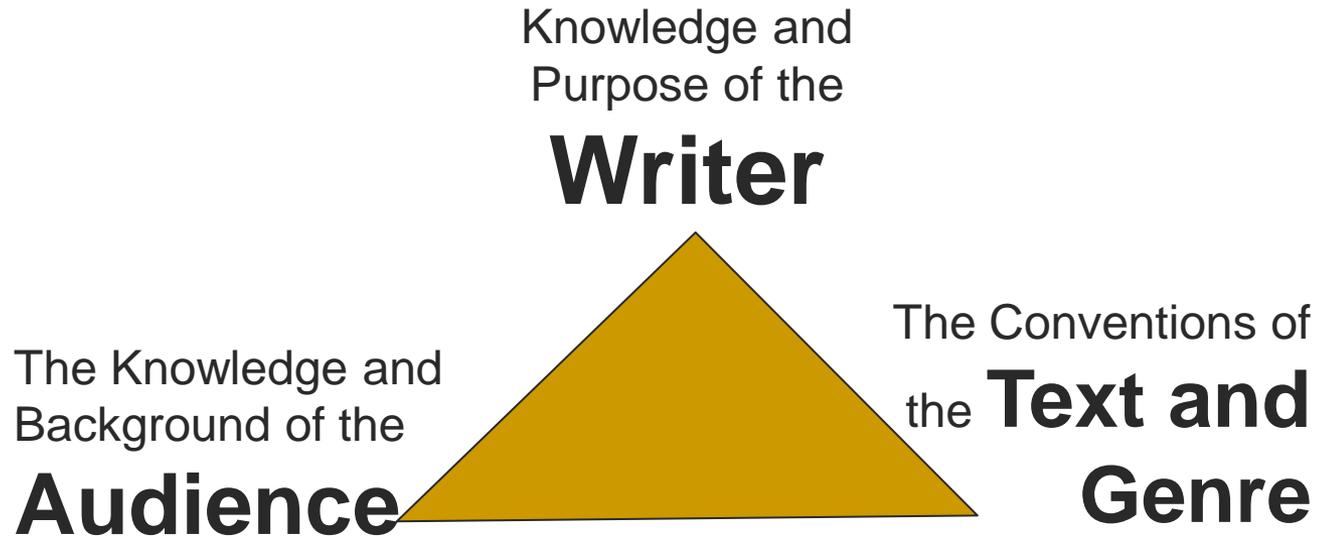
Writing Across the Curriculum (WAC)

- For your WAC assignments, you will be creating documents in different genres, for different audiences.
- Different genres and audiences can change the way you plan, write, and design documents.
- WAC supports *writing to learn* course content as well as *learning to write* in genres and situations appropriate to animal breeding.

WAC Assignments

- You will be assessed according to the conventions and expectations for the following genres:
 - Letters
 - Annotations
 - Memos
 - E-mail

[All assignments have . . .]



Letters: What is the purpose?

■ First Letter:

- The goal of this first letter is to write a cover letter for a hypothetical internship and thereby gain practice in professionalization.
- Include information about:
 - Your animal experience and interests;
 - Your academic life at Purdue;
 - What extracurricular activities you're involved with (leadership);
 - Why you're interested in an internship in Animal Breeding.

Letter: Audience Considerations

■ Audience

- What tone should be used?
 - An expert in the field but not a member of the class
 - You have met him before
 - You are acquaintances, not friends

■ Purpose

- What do you want to accomplish?
 - You are exercising your networking skills to potentially be hired for an internship at a company that sometimes consults him.

[Letters: What is the purpose?]

- A cover letter does not simply state why the job is good for *you*.
- Instead, it reflects how your education, experience, and skills allow you to contribute to the company.
- Focus on *their* needs, not just your own.

Example Qualifications	Possible Experiences that Match
Analytical Skills	<ul style="list-style-type: none"> -Relevant coursework -Relevant internships, research or in-depth course projects
Knowledge of Field	<ul style="list-style-type: none"> -Relevant coursework -Internships -Student organization -Alumni networking/career exploration events
Fluency in Another Language	<ul style="list-style-type: none"> -2 years of language courses -Study abroad
Ability to Build Relationships with Others	<ul style="list-style-type: none"> -Leadership role in student organization -Relevant internship -Volunteer work
Leadership Potential	<ul style="list-style-type: none"> -Relevant student organization involvement -Group projects for relevant courses -Leadership role in an internship/job

[Letters: What is the purpose?]

■ Second Letter:

- You've been hired as an intern.
- You will fill Dr. Cartwright in on what you've been learning.
- You'll also ask a clarifying question.
- While the tone of your letter will be similar to the first, you are building on your relationship with Dr. Carwright while also synthesizing course content.

Annotations: What is the purpose?

- To learn more about a topic through summarizing and analyzing
- To inform readers about the article's content
- To help researchers decide whether or not to read the full article
- For further assistance, see:
 - WAC Syllabus on Blackboard for additional instructions on this assignment.
 - <https://owl.english.purdue.edu/owl/resource/614/01/>

[Annotations: Technical Vs Popular Sources]

- Technical sources are published by a high entity of an organization.
- Technical sources are written for experts in specific fields.
- Technical sources are hard to read for those not in the field.
- Can be found through searches on academic databases such as lib.purdue.edu

[Annotations: Technical Vs Popular Sources]

- Popular sources take what technical sources say and explain it for those not in the field.
- Popular sources lack technical terms, equations, discussion of methods; instead, they might have paraphrasing, interviews, and are typically short articles in magazines or blogs.
- Can be found through general web searches (google, etc).

[Memo: What is the Purpose?]

- You will write a series of internal memos notifying your internship supervisor of your progress on your beef simulation report.

Preparing Letters, Annotations, and Memos

- Review this PowerPoint presentation, Rubrics, and Examples on Blackboard.
- Add transition words to tie ideas together
- Proofread
- Read your work aloud
- Have a peer read your work
- Go to the Writing Lab
- Visit [the Purdue OWL](#)

Emails should include...

- Subject line that clearly identifies purpose
- Attachment with proper name and in proper format (MS Word .doc or .docx)
- Proper format should be LAST NAME, FIRST NAME, ASSIGNMENT
 - Doe, Jane, Letter 1
- Opening salutation
- Body text with clear explanation of email's purpose
- Closing salutation
- Signature
- It is important to convey a courteous and professional tone.
- Resources:
 - <http://owl.english.purdue.edu/owl/resource/636/01/>
 - <http://www.101emailtippetips.com/>

Courteous and Professional Tone

- Hey Mary, I need help with my Memo due tomrow. Are you free at 3 today?

Possible Revision

- Dear Mary,
As I've been working on my memo, I realized I needed some help with transitions. I wanted to come and see you during your office hours this week, but unfortunately, I have class during that time. Would it be possible to schedule an appointment for later this week or early next week? I look forward to hearing back from you.

Sincerely,

Wendy Student

[Emails: Additional Requirements]

- Maintain a professional tone in all correspondences for this course.
- Your emails provide practice with professional workplace communication.
- To schedule an appointment with us or to ask questions about the course, send separate emails with distinct subject lines. Please do not combine assignment submissions with inquiries.

Email Submissions

- The **letters**, **annotations**, and **memos** will all be submitted via **email** to the WAC coordinators.
- **Letter 1:** Due Wednesday, January 21
 - A-L send to Mary (mccall0@purdue.edu)
 - M-Z send to Ellery (esills@purdue.edu)
- **Annotation 1:** Due Wednesday, January 28
 - A-L send to Ellery (esills@purdue.edu)
 - M-Z send to Mary (mccall0@purdue.edu)
- **Letter 2:** Due Wednesday, February 4
 - A-L send to Mary (mccall0@purdue.edu)
 - M-Z send to Ellery (esills@purdue.edu)

[For Assistance]

- Meet with Ellery in HEAV 209
(esills@purdue.edu)
- Meet with Mary in HEAV 443
(mccall0@purdue.edu)
- Visit the Writing Lab (HEAV 226)
 - Tutors are familiar with your assignments
- Visit [the Purdue OWL](http://owl.english.purdue.edu/)
 - <http://owl.english.purdue.edu/>

WAC Nights at the Writing Lab

- You are required to attend one of the first WAC Nights at the Writing Lab, HEAV 226
- Dates:
 - Thursday, January 22, 6-7 pm or 7-8pm
 - Monday, January 26, 6-7 pm or 7-8 pm