

W2.1


Due Tuesday by 3:30pm **Points** 0 **Available** after Feb 7 at 12am

Writing Assignment 2.1

Reading

DUE: March 5 before class

Complete this reading before starting on assignment 2.

- **[Writing Business Memos](https://writingcenter.gmu.edu/guides/writing-business-memos/)** (<https://writingcenter.gmu.edu/guides/writing-business-memos/>), The Writing Center, George Mason University. This document contains two important pieces of information to help you think about your next memorandum. First, the document discusses how to think about the kinds of audiences likely to read a business memo and what each needs from the memo. Second, it discusses the organization and formatting of the document content.
- **[How To Write a Business Memorandum](#)** . This is the guide for structuring both the document and the content of this assignment.
- **[Statistics](https://writingcenter.unc.edu/tips-and-tools/statistics/)** (<https://writingcenter.unc.edu/tips-and-tools/statistics/>) The University of North Carolina. This document discusses both how to read and how to present statistics. Both these perspectives can help you think about how to present your statistics clearly and with integrity, both important to persuading your audience.
- **[Tone in Business Writing](https://owl.purdue.edu/owl/subject_specific_writing/professional_technical_writing/toner_in_business_writing.html)** (https://owl.purdue.edu/owl/subject_specific_writing/professional_technical_writing/toner_in_business_writing.html), Purdue Online Writing Lab.

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