Writing Your Justification Memo

Your formal project includes a justification memo—for the two documents you chose and I approved for your portfolio—in which you

- Write up your analysis of each document’s problems
- Justify the choices you’ve made for redesigning your documents

Include in your justification memo the following sections:

- **Introduction**
  Reminds readers about your project
- **Analysis**
  Tells readers what content errors, layout errors, formatting errors, and style/grammatical errors you found in your original documents
- **Justification**
  Tells readers what changes you made to correct content errors, layout errors, formatting errors, and style/grammatical errors in the original documents and why you made those changes
- **Conclusion**
  Summarizes your work on your documents and provides contact information

You should address your justification memo to the same person you addressed in your proposal.

**Due Dates:**
- **Monday, December 4**
  Complete rough draft (with your revised documents for your formal project)
- **Wednesday, December 6**
  Final version (turned in with your formal project)

Proposal—asks your reader for permission to do the work
Progress Report—tells your reader how your work is progressing
Justification—tells your reader what work you’ve done and justifies your decisions

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