

TO: Mrs. Spaman

FROM: Your Name

DATE: October 11, 2019

RE: Assignment Name (Revision)

In the first part of the memo, please describe the overall process of this revision. What did you think of your original essay? What went well? What did you try to change? Explain any new understandings of you have as a result of this writing and revision work.

Next you will break the memo into sections with headings. Create a heading for each type of revision you made in your essay. For example, you may have a heading for Evidence, Introduction, Thesis, Quotations, Run-on Sentences, or any other aspect of your writing you tackled.

Heading (see examples above)

Under each heading, provide some specific examples of changes you made and explain how you were able to improve the essay as a result.

Include as many headings as you need to in order to capture the changes you made to the essay. Don't forget to highlight these changes on your new draft and attach to the original essay/rubric before turning in.