Final Exam

**Read ALL of this.**

A final exam will tell how much you have learned regarding communicating in a professional environment. Please prepare and send both a letter and a memorandum to me. These should be contained in one computer file.

I am not providing my address for you as this might foster cut-and-paste; do your best here. (Hint) I work at USFSP in the English department. I am an adjunct professor.

The **letter**, to me from you, is a request for a certain grade that you desire.

The **memo**, from you to me, is requesting that I complete my grading before August 8, 2020.

This is easy; however, I will paint the letter and memo with red ink if your formatting is sub-standard.

Remember these elements:

Your address (correctly punctuated)

Date

Inside address (correctly punctuated)

Greeting (correctly punctuated)

Closing (correctly punctuated and capitalized)

**Use tabs when formatting your memo, using these elements:**

To:

From:

Date:

Re:

**Failure to use tabs will have an effect** on your grade for this part of the exam.