



Overview

In this assignment you will be assigned to a team that will edit an ECE poster found in the hallways of MEB.

After reading ECE posters in the hallways in MEB, you will do the following:

1. Your team will choose the top three candidate posters you would like to edit.
2. Your team leader will send an e-mail to all the course instructors listing the poster preferences for your team from first choice to third choice. The e-mail must clearly indicate the ranking of your team's preferences, must clearly identify each poster by title and by location in MEB, and must have attached images of the three posters.

Based on the e-mail, your team will be assigned a poster to edit. You will create an 8.5" x 11" edited poster that improves on the original. Note: these edited posters are only to be submitted for the assignment and must not be displayed in public in any way.

Content

In keeping with guidelines for effective e-mail, include the following paragraphs:

1. *Greeting*—just plain “Dr. Cotter:” (with a colon after the name)
2. *Introduction*—remind recipient why you are writing (1-2 sentences)
3. *Body*—Summarize the project you propose to do (3-5 sentences)
4. *Conclusion*—Sign off politely, perhaps by asking recipient to contact you if he or she has further questions (1-2 sentences)
5. *Your name*—type your full name at the bottom, in case the recipient’s server does not provide it at the top

Form

Points to remember:

- Place one blank line between each paragraph
- Maintain a formal, polite tone throughout (“you” and “we” are acceptable)
- Use a professional return address for yourself
- Create a short title that includes the class number (ECE 3940) and the word “Clinic Preferences”
- Follow the formatting in the “E-Mail Proposal Example” handout

Clinic Preferences Grading

- 1) E-mail content and form
- 2) List of skills
- 3) Ranked clinic preferences