

# Keyword Major Paper Proposal Memo

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engl 207 / sec. B / spring quarter 2010 / chang



At the start of the quarter, you were introduced to our class's major paper assignment. Hopefully by this point, you have gone back to the *Keywords* and other readings, you have reread the assignment sheet, you have perused the sample major papers, you have been researching your keyword, you have looked at your own previous writing, and you have been focusing your major paper's argument.

Continue to work on your main claim. What is your goal, your exigence for this paper? What is your keyword? What is your working definition? What are the scholars in video games studies saying about your keyword? Why is your keyword important? Why is it important to define for video game studies?

To help you concisely articulate your keyword definition and your writing plan for the major paper, you will draft a memorandum (or memo) that explains your argument, your goals for the assignment, and what you have done to get there. Memorandums (as used in the business and bureaucratic world) are brief, precise, information or data rich, semi-formal to formal, and purposeful pieces of technical writing. Memos usually use block format and contain:

- 1) DATE:
- 2) TO:
- 3) FROM:
- 4) SUBJECT:
- 5) One to five block paragraphs, single-spaced, that cover main points, relevant information, and necessary details concisely and to-the-point.

For your conference, prepare a 1-page memo written to me that:

- 1) expresses your major paper's main definitional argument and explains why you believe it to be a reasonable and viable argument.
- 2) supplements your claim with two or three quotes or other evidence that help elaborate where your final paper is going.
- 3) briefly outlines your paper and possible sub-claims.
- 4) includes a list of your sources (in MLA bibliographic format)
- 5) raises any specific questions you may have about your claim, your analysis, or your research.

## Guidelines and Due Dates

**Format:** 1 page, typed, single-spaced, memo format

**Due:** You must submit a memo for approval before you can write the Keyword major paper  
The approved memo will be attached to your Keyword major paper  
Due no later than Monday, May 31