

PART ONE:

Course objective: Enhance strategies for reading, drafting, revising, editing, and self-assessment

Completing the Memo Assignment helped me improve my strategies for drafting, revising, editing, and self-assessment. To me, this objective means learning how to improve writing step by step instead of submitting the first draft immediately. During this assignment, I spent time revising my memo several times to make it clearer, more professional, and more persuasive.

One specific moment from my process was when I focused on making the memo sound more direct and organized. At first, some parts of my writing sounded too general or repetitive. After reviewing my work, I changed many sentences to make them shorter, clearer, and more professional. For example, instead of using weak phrases, I used more direct language to clearly explain the meeting procedures and expectations. This helped the memo sound more confident and effective for the audience.

Another important part of my process was editing for tone and clarity. I wanted the memo to sound professional while still being easy for students to understand. I carefully revised sections about meeting rules, consequences, and expectations so they sounded fair and respectful instead of too strict. I also checked grammar, punctuation, formatting, and sentence flow to make the final draft polished and easy to read.

This assignment showed me that strong writing takes time, revision, and attention to detail. I learned that revising and editing can greatly improve the clarity and effectiveness of a piece of writing.

PART TWO: Final Edited memo

To: All Student Association Members

From: Kelly Ndizeye, Administrative Council Member

Date: March 29, 2026

Subject: New Meeting Procedures

Purpose

Effective immediately, new procedures are in place for all student association meetings. These changes are designed to make meetings more organized, productive, and respectful for everyone involved.

Why This Change Is Needed

Currently, our meetings are not as effective as they should be. There is no clear structure, which makes discussions unclear and sometimes unproductive. When attendance increases, especially during important or controversial topics, it becomes difficult to manage the conversation.

As a result, people speak over one another, discussions lose focus, and not everyone has a fair opportunity to contribute. These changes are necessary to create a more organized and balanced environment where every member has a chance to be heard.

How Meetings Will Run

All meetings will follow a clear and consistent structure.

Meetings will begin on time. The chair will open the session and share the agenda. Only items listed on the agenda will be discussed unless the group agrees to add another topic.

Each agenda item will have a time limit of 10 minutes unless the chair approves additional time. To speak, participants must raise their hand or use the appropriate signal during virtual meetings. The chair will recognize speakers in the order in which they respond.

Participants will have up to two minutes to speak at a time so everyone has an equal opportunity to contribute. Interruptions are not allowed, and all comments must remain respectful and related to the topic being discussed.

When a decision is needed, a member will present a motion, and another member must support it before discussion begins. After the discussion, a vote will take place. A show of hands will count votes during in-person meetings or through the virtual meeting platform during online meetings. A majority vote will determine the outcome.

If discussion on an agenda item exceeds the time limit, the chair may extend the discussion, move the item to the next meeting, or call for a vote if the group is ready to decide.

At the end of the meeting, the chair will summarize key decisions and explain the next steps before closing the session.

Roles During Meetings

The chair is responsible for leading the meeting, managing time, recognizing speakers, and ensuring all procedures are followed.

All participants must follow the rules, remain engaged, and respect others at all times.

A note-taker may be assigned to record important discussion points and decisions.

What Is Expected From You

All participants must arrive on time and remain engaged throughout the meeting. You must follow speaking procedures and respect others' opinions, even when you disagree.

Staying focused on the topic is required. Side conversations, interruptions, and disrespectful behavior are not acceptable.

These are not optional guidelines. They are required to ensure meetings run fairly and effectively for everyone.

What Happens If Rules Are Not Followed

Participants who do not follow procedures will first receive a warning. Continued disruption may result in loss of speaking privileges for the remainder of the meeting. In serious cases, individuals may be asked to leave.

These actions are intended to protect the quality, fairness, and productivity of the meeting for everyone involved.

How We Will Apply These Changes

Agendas will be shared before each meeting so participants can prepare in advance. At the beginning of each meeting, the chair will briefly review the procedures and answer questions if needed.

The goal of these procedures is not to make meetings restrictive, but to create a respectful and productive environment where everyone can participate effectively.

Final Note

These changes are necessary to ensure our meetings are productive, respectful, and fair. When everyone follows the same structure, discussions become clearer, decisions are made more efficiently, and all members have a meaningful opportunity to contribute.

Your cooperation is expected and appreciated.

References

Robert's Rules of Order | *The official website of Robert's Rules of Order*. (2025, October 6). Official Robert's Rules of Order Website. <https://robertsrules.com/>

National Association of Parliamentarians. (2026, March 29). Home - National Association of Parliamentarians. *National Association of Parliamentarians - Advancing the Principles and Practice of Democratic Decision-making*.
<https://www.parliamentarians.org/>

PART THREE:

Proposal Review

Peer: Rafeea Rahman

1. What disaster and specific problem is this proposal responding to?

This proposal responds to wildfires and the dangerous smoke pollution that affects indoor air quality after fires.

2. What is the proposed engineering solution?

The proposal suggests creating a low-cost portable air purifier using biochar filters to clean indoor air during wildfire emergencies.

3. Who is the intended audience or funder?

The intended audience includes CCNY alumni donors, disaster relief organizations, and public health funders.

4. Where does the proposal feel most persuasive so far?

The comparison between existing expensive air purifiers and the proposed affordable device was very persuasive.

5. Where does the proposal need more clarity or organization?

Maybe explain a little more about how the testing process will measure if the purifier works effectively.

6. Does the proposal use headings effectively?

Yes, the headings are clear and make the proposal easy to follow.

7. What is one question you still have as a reader?

How long would the biochar filter last before needing replacement?

Flyer Review

Peer: Mustafa Sillah

1. What is the main idea of the project based on the flyer alone?

The flyer presents an affordable portable air purifier designed to help communities during wildfire emergencies.

2. Is the flyer easy to follow in 30 seconds?

Yes, the flyer is organized clearly and easy to understand quickly.

3. Does the flyer have a clear visual hierarchy?

Yes, the title, problem, solution, and key details stand out clearly.

4. What part of the flyer is most effective?

The wildfire background image and the “Breathe Safe Again” title are very attention-grabbing.

5. What part is cluttered, confusing, too small, or too text-heavy?

Some sections on the left side feel slightly crowded and could use more spacing.

6. Suggest one visual element the writer could add or improve.

Adding a small airflow diagram showing smoke entering and clean air leaving could make the flyer even stronger.