

MEMO

To: Prof. Jim Henry

From: Megan D

Date: 10.13.04

Re: Reading Assessment Memo

First Scan: I felt that the first scan was fairly easy for me. The tip to blur my vision helped me focus on the black/white ratio and prevented any of the information or pictures from distracting me. I also minimized the document to 75% so that I could see more of the document at one time. Neysa used text that went from margin to margin, so when she had one small list on the left side of her paper, my eyes were immediately drawn to the access of white space beside it. I suggested a picture to balance everything out.

Second Scan: Judging organization was not difficult. In the case of instructions, organizational elements like titles, subtitles, bullets, etc. are very important. Therefore, if they were hard to see or could not be differentiated from the text, I considered the organization to be poor. For example, Neysa used a font that was only one or two points larger than her text, and although it was bold and underlined, she had also used bold lettering in the text, which took away from the intended effect. Neysa had her instructions divided into three paragraphs and written in sentence form with no visible separation, whereas Josh had his in three sections and each individual step was separate and highlighted by a bullet.

Third Scan: The close-reading was fairly successful, although I would occasionally re-read a sentence and I had some difficulty with not pausing. At first I tried reading without processing what I was reading, but caused me to overlook more discrepancies. Aside from that, I found that I enjoyed the third scan the most. I liked scrutinizing the paper and being able to underline/highlight problems. I've always been big on details and I felt that this step utilized that side of me.

Fourth Scan: I found that the fourth scan worked best if I simply put every question the document brought to my mind while reading it. When I read for the fourth time, I approached the document as if I were the actual user and tried to be as critical as possible. For example, when one of Neysa's directions confused me, I let her know how it came across and that she should clarify the statement. And when Josh used a lot of computer jargon, I let him know after each unknown word I had no clue as to its meaning. I provided as many suggestions as I could.

Fifth Scan: I have to admit that this scan is probably my weakest. I don't have a lot of confidence in my grammar knowledge, so after every scan I wasn't sure that I picked up on every mistake. Because I scrutinize the paper so much on the third and fourth one I also have a hard time finding more problems. It seems that I combine four and five together, which is something that I need to work on.

Sixth Scan: Walking away from the paper and coming back definitely helped. On each paper I found at least one thing that I had missed throughout the other readings. I also used the sixth scan to make sure I was clear in my own suggestions/comments. I felt like the sixth scan is 'the bigger picture' scan, and after the more detail-oriented scans, I could return to the document and focus on the ethos, purpose, and effectiveness.