

## MEMORANDUM

To: Dr. \*\*\*\*\* \*\*\*\*\*

From: Kali Winn

Date: 23 October 2020

Subject: Style Guide Content Proposal

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### **Purpose**

In compliance with the course requirements for ENGL 3140, I am writing this memorandum to propose a style guide topic for the course project.

### **Introduction**

I plan to create an extensive style guide for the testing department at Weber State University. Weber State has already established a broad style guide that applies to all of its departments, but the WSU Testing Center Style Guide will apply specifically to the testing department and its employees. This style guide will eliminate confusion and create a consistent standard for all testing center staff. Language, ethics, and specific answers (FAQ) are some of the aspects that will be addressed.

### **Client Analysis**

The clients of this style guide will be the testing center employees, including proctors, supervisors, and secretaries.

### **Problem/Solution Analysis**

Because the testing center is its own department, there are many aspects and situations in which a more refined style guide is needed. The first step is to assess what needs are most pertinent. Some were already mentioned, but others will include punctuation, abbreviation, and usage. A meeting with the supervisor will be established to ensure everything has been properly analyzed. After the needs of the style guide have been established, a rough draft will be created. From there, the draft will be refined and eventually compared against WSU's Style Guide to certify that it is appropriately accurate.

### **Qualifications and Experience**

I am qualified to create a sufficient style guide due to my enrollment in ENGL 3140. In this course, I have learned specific editing techniques that will help me to create versatile materials that will aid others. Additionally, I am an employee of the testing center and can therefore ensure the best accuracy possible.

### **Conclusion**

A WSU Testing Department Style Guide has the potential to be beneficial to not only staff, but faculty and students as well. A style guide can benefit anyone who has correspondence with staff, which includes faculty, students, parents, and anyone who wishes to take an exam. The style guide will establish a standard for answering questions, physical documents (faculty forms, notices, etc.), technical correspondence (emails, phone calls, etc.), and rule guides (employee training manuals).

Thank you for your time and please let me know if you have any questions. You can reach me at [kaliwinn@mail.weber.edu](mailto:kaliwinn@mail.weber.edu) and I will get back to you as soon as I can.