

## **Revision Memorandum**

TO: Managing Editor  
FROM: Judy Zhen, UCD Student  
DATE: June 6, 2016  
SUBJECT: Revisions Made in Genre Report

### **Introduction**

The genre report is about the trade journal, Creative Review. It includes an executive summary, journal overview, visual analysis discourse analysis and conclusion. There were several revisions that had to be fixed, such as grammar mistakes, sentence structure, unclear statements and unnecessary information. This memo will discuss the revisions made within the genre report through professor's feedback and self revision.

### **Revision in Result of Professor's Feedback**

There are a few consulted revisions that had to be fixed. I went through the errors and revised it so that the entire report had a better reading flow. These revisions included correcting grammar mistakes, adding detail to clarify phrases and sentences, and fixing cohesion problems.

#### **Executive Summary**

There were a few grammar and unclear statements within the rough draft of the executive summary. I added more details in the introduction in order to create more clarity with the topic mentioned. There were also sentences that had to be organized to create paragraph cohesion. This was fixed by rewording and rearranging some sentences so that their ideas would flow into each other.

#### **Journal Overview**

The journal overview only had grammar mistakes and were fixed with the suggestions of the professor. There were also grammar mistakes that required me to rearrange the words within a sentence or to just change the sentence entirely.

#### **Visual and Discourse Analysis**

There were problems of cohesion within the analysis paragraphs. I revised them with the knowledge I gained from our cohesion exercises done in class. The sentences now have a more consistent flow in between each sentence.

### **Revision Upon Own Judgement**

There were some revisions that were made from rereading the report a few times. These revisions included sentence structure adjustments, improving paragraph cohesion, correcting grammar errors, and creating more clarity with specific detail.

#### **Executive Summary**

After reading the summary a few times, I took out some information that made sentences more wordy than they were supposed to be. The excess words and sentences were

repetitive and reduced the writing quality of this section. The final revisions were made in order to create a more clear and straightforward summary.

### **Journal Overview**

Some of the content within the journal overview did not seem that relevant, so changes were made to create a clear and organized summarization. There were some grammar mistakes I found and fixed after reading it again.

### **Visual and Discourse Analysis**

There were a few grammar mistakes and unclear stances within these analysis paragraphs. This section was revised to create a more easily understandable viewpoint for those who don't understand design terminology.

### **Conclusion**

Since this section did not receive the professor's feedback due to time constraint, I read it over again a few times and noticed a few errors. The rough draft of this section was too wordy and lacked organization. I revised these errors by taking away and moving a few sentences around.

### **Conclusion**

Overall, there wasn't a significant amount of errors throughout the entire genre report, but with just the few revisions, the report significantly improved in organization, clarity, cohesion and correct grammar usage.