

Memorandum

To: Professor Tracy Dalton

From: Gabrielle Burns

Subject: ENG 550/650: Document and Audience Analysis

Date: November 5, 2024

This memorandum will demonstrate my plan for editing the selected document and contain an audience analysis for its readers. I have explained the document's original state, my plans for editing, my work plan, and a detailed audience analysis of its potential readers.

DOCUMENT ANALYSIS

State of Original Document

The document has not been revised. There are improvements to be made in every aspect of the document. Some paragraphs take up half a page and rephrase sentences throughout. One of my biggest issues with the document is its formatting. The formatting is not well done and therefore creates an uneasy flow to the document itself. There are language edits that need to be made, but they are minimal. With some thorough editing changes, this document will have the clarity it needs to properly inform its readers.

Plans for Editing

The document will be edited in three distinct parts: substantive editing, language editing, and lastly format editing. The substantive editing will consist of taking an overview of the information. I will add information that will benefit the document and take out information that does not. As mentioned above, the document does have rephrased sentences, and those will be removed. The language editing will be the fine line reading into the grammar and wording of the document. I will ensure that the vocabulary being used can be understood by all the documents' readers. Finally, I will format the document to be more visually appealing and organized. The paragraphs that take up half of the page will be broken apart into smaller paragraphs. The typeface and font size will also be adjusted for visual appeal.

Plan of Work

I will be editing this document throughout the upcoming month. This plan of work is designed to ensure that my goals are reached promptly. The dates below consist of the due dates provided for this editing project. Being aware of these due dates ensures the completion of each assignment. I will begin working on a project at least a week before the required due dates are as follows:

Dates	Tasks to be Completed
Audience Analysis	November 10
Style Sheet	November 14
Draft of Substantive Edit Due	November 17
Draft of Language Edit Due	November 20
Draft of Format Edit Due	November 24
Conference with Tracy Dalton	November 18-December 8
Editing Cycle and Proofreading	December 4

Reflection Report	December 8
-------------------	------------

AUDIENCE ANALYSIS

The projected audience of this document consists of patients and physicians. It is important to ensure that the document will be understood by both groups of readers. The primary readers of the document are the physicians, and the secondary readers are the patients.

Education

The education of the readers will vary tremendously. The physicians are known to have completed higher-level education, and the patients are not. The patients could have completed higher-level education, but it is not known. Therefore, I will ensure to use terminology understood by a physician and the everyday person.

Job Responsibilities

The readers of this document do not need to update or read this document often. Having a thorough understanding of the document is the most important goal. The document will inform readers on what classifies as open-heart surgery to improve the overuse of the term. The reader can read the document as much as they would like, but it is not necessary to do it more than once.

Personal Characteristics

The readers of this document either work in cardiology or receive a cardiac procedure. Both readers will benefit equally from being on the same page of knowing how to classify open-heart surgery. Having the same knowledge will allow patients and physicians to understand one another.

Attitudes Toward Author and Subject

The primary readers, physicians, could feel that I am not aware of Cardiology or the procedures they conduct. And they would be correct. The knowledge that I have of Cardiac procedures comes from the document itself. My goal is not to be an expert in medical terminology or procedures, but to improve documentation. I am hopeful that the readers will appreciate my editing and be informed by the document.

The patients will appreciate the edits that make the document easier to understand. Planning to receive an open-heart surgery procedure creates anxiety for a patient. Understanding the procedure in terms that you are familiar with is extremely important. Knowledge of the procedure makes the procedure appear less intimidating.

Document Use

I would like readers to use this document as a reference to clarify the proper definition of open-heart surgery amongst patients and physicians. The document will allow patients and physicians to have the same understanding of open-heart surgery. The term open-heart surgery is outdated and not always used accurately. This document will be used to keep physicians on the same page as each other and their patients.

First, I would like all physicians working in Cardiology to read the document to understand the proper use of the term "open-heart surgery". Then, I would like the document to be provided by physicians to give their patients to explain their procedure. This will ensure that everyone has the same understanding.

Physical Environment

This document can be read in whatever environment is desired. It is important to my job as an editor to ensure this can happen. The formatting must transfer well onto any given device. I will be sure to use a legible typeface and font size for all physical environments. The colors will have proper contrast and will be seen in bright lighting. I will consider usability throughout the editing process.

I am hopeful that after reviewing this document's contents, you will approve my plans for editing. Editing this document will enable an understanding of what classifies as open-heart surgery to both patients and physicians. I am looking forward to editing this document.

I would appreciate your feedback on my editing plans and encourage you to reach out with any questions or concerns regarding the editing of this document. I look forward to hearing from you. You can reach me via email at gb97s@login.missouristate.edu or by phone at (573) 578-7532.