

## Policy Memo Peer Review Workshop

**Review:** Policy Memo Writing Criteria

**Peer Review Role Playing:** Follow these steps to create greater focus and clarity in your memo draft.

1. Pick a partner from class. Begin by reading out your main header information – including the “to” “from” and “subject” lines.
2. The partner, taking on the role of the memo receiver/addressee, does any necessary quick research and then tries to guess what the rest of the memo will cover, including the main discussion points and recommendation, based on his or her expectations as your specific policy maker.
3. You, as the author, take careful notes and consideration on what your partner expects should be there. (If the recommendations are rather limited, you should be thinking about important revisions in your header, such as a specific yet realistic sender and receiver and a subject line that contains the problem, solution, and action).
4. Now, read your draft out loud to your partner.
5. Have a conversation about the gaps between the expectations and the draft. Jot down notes on your next revisions with the expanded memo writing criteria in mind.
6. Switch and provide the same support for your partner.