
Revision 1

Context

You are a professional writer who has been hired to improve writing at Dominion Peoples Gas company. Dominion Peoples has hired you because customers have been complaining about their gas bills: They don't understand them. Your first task on the job is to analyze and revise a recent notice that was sent out to customers in their bill, the "Notice of Proposed Rate Changes." The managers at Dominion Peoples have fielded the customer complaints and have come down hard on the writers at Dominion Peoples who composed this Notice. The writers claim that the Notice makes sense and that the customers who complain are just idiots who need to learn how to read; the managers don't know what to think.

Assignment

1. Download and print the "Notice of Proposed Rate Changes" from Blackboard.
2. Analyze this document. In your analysis, aim to do these things:
 - Address your analysis to the managers at Dominion Peoples, positioning your work within the assignment sheet context.
 - Analyze the audience and purpose of the text.
 - Identify the most important stylistic problems. Explain why they are the most important.
 - Use the technical vocabulary of style and grammar with great accuracy and precision.
 - Illustrate the problems with many examples from the text.
 - Indicate examples at the word, phrase, clause, and sentence level.
3. In your revision, improve the style of the text based on your analysis.
4. On the due date, hand in the following items in hardcopy form, clearly identified and neatly stapled together:
 - Your analysis
 - Your revision
 - A copy of the original text
 - A copy of the grade sheet