

Subject: Professionalism Memo Assignment

This assignment will help you work with the article "What Do U.S. College Graduates Lack? Professionalism" by Mark Bauerlein.

Write a memorandum to fellow employees (This can be an imagined job.) about how to be professional. You will include tips for people who need to work on being more professional. Cite Bauerlein at least three times in your memorandum using MLA style. For example, the article explains how "multi-tasking" is one of the problems in the workplace (Bauerlein para. 8).

You may use bulleted and/or numbered lists. Please remember to use memo format, block paragraph format, and only one page.