

Project 1: Editing AI-generated Text

Objectives

In completing this assignment, you will practice:

- Recognizing the strengths and weaknesses of AI-generated text
- Assessing a rhetorical situation
- Evaluating a document for completeness in the context of a particular audience and purpose
- Creating content necessary for comprehension and use by target audience
- Checking content for accuracy
- Checking content for internal consistency
- Using Word's Track Changes and Comment features

Deliverables

EDITED REPORT: Submit your edited report as a Word document with changes tracked.

LETTER OF TRANSMITTAL: Submit a Letter of Transmittal, addressed to me, that explains and provides a rationale for the changes you made. If you corrected inaccurate information, include the source(s) you used.

Scenario

The City of Conway is considering planting a pollinator garden in one of the local parks. You have been charged with creating a report for the Mayor, the City Council, and the Director of the Parks and & Recreation Department in which you make recommendations about establishing such a garden. You are on a tight deadline, so you have been given a first draft created by ChatGPT (attached on Classroom) to use as a starting point. Perform a substantive edit on the document, keeping the following questions in mind:

- Is all of the information accurate?
- Is all of the information relevant to the stakeholders?
- Will the stakeholders be able to make a decision based on the information provided, or is more (or different) information needed?
- Is the information internally consistent?

Assessment Criteria

REPORT

Factual accuracy
Rhetorical effectiveness
Consistency of content, organization, and style
Use of Track Changes

LETTER OF TRANSMITTAL

Compelling rationale for changes, grounded in course concepts
Organization & structure
Clarity & usage