

# The Robert Dedman, Jr. Award for Professional Writing

**Eligibility: Students who are majoring or minoring in English**  
**Submission Deadline: April 18**

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Class(es) & Professor(s) for which material was created: \_\_\_\_\_  
\_\_\_\_\_

## What documents are eligible to enter?

- Any sample of your professional writing that demonstrates your ability to explain, instruct, or persuade for a specific purpose and audience.
- The document(s) may come from courses in the Professional Writing program or from the workplace (e.g. an internship or co-op experience).
- The sample should be a minimum of five pages or the equivalent; the maximum should be 25 pages or the equivalent.
- The sample may be a single document or a portfolio of documents (e.g., a research report, newsletter, set of instructions, grant proposal, website, or combination of documents).

## How should I format the entry?

- The texts may be in hard copy, on a CD/DVD, or on the web. Regardless of submission format, please submit the cover memo in hard copy.
- If you submit items on a CD/DVD, please ensure they are in PDF format so that all fonts display correctly.
- If you submit items on the web, please be sure your cover memo includes the URL.

## What should be included with the entry?

- Completely fill out this cover sheet and include it with your entry.
- In a separate memo (maximum 1 page), explain the context, purpose, and audience for your document(s). Please submit a hard copy of the memo, regardless of the format of your submission.
- Delete references to your name from all documents, with the exception of the cover sheet and memo.
- Place all hardcopy items in a 9.5 x 12" manila envelope. On the outside, print your name and list the items included.

## How will the entries be evaluated?

- The submission should demonstrate your ability to create effective documents that meet the needs of your audience(s).
- The submission will be evaluated in terms of the effectiveness of its content, organization, style, design, and correctness.

**Submit items to Carlos Evia (cevia@vt.edu, Mailbox 40, 439 Shanks).**