*ICE Memo Analysis*

*·       What does the memo explain to college administrators?*

*·       In what areas does the memo excel in its clarity?  In what areas could its clarity be improved?*

*·       In what ways are visual and typographical cues used well to help readers find information?  In what ways could the use of these cues be improved?*

*·       Locate the statement that discusses mid-semester operational stance changes. Why is this statement important? Given its importance, is it placed well?*

*·       How does this activity help you to understand how clarity, accessibility, and arrangement impact ethical communication?*