To: Professor Grogan

From: Linzy Verniers

Date: 28 April 2015

Subject: Self performance memo

**Introduction:**

Before the first class of Eng 3050 I was unaware of what was to be expected or what technical writing was in general. We were presented learning outcomes such as writing and design, reading and analyzing, researching and documenting, and using technology and media. Throughout the length of the course we were told we were learn and apply these learning outcomes to each project and assignment that is assigned. During this memo I will be assessing my performance both individually and collaboratively with the learning outcomes in mind.

**Performance review**

***Resume/Cover Letter/Professional Site***

Our first project was to build a Resume and Cover letter that related to a job posting that we were interested in. My future employer was a summer mechanical engineering internship. I am not yet at the point of graduation; therefore applying for a summer internship is something that would greatly improve my resume if I received this position. At the beginning of this project I did not have much to go off of. The only resume that I had was the one that was constructed in high school and that was not up to par. Therefore, I was essentially beginning this project from scratch with very little knowledge about the process. The learning outcomes that this project revolved around were writing and design. During this project I was able to learn how to effectively present my achievements in a way that I would stand out to employers. I also conducted research on the job I was seeking employment and could tweak my resume to correspond best to what they were looking for.

The second portion of this project was the cover letter. I was unfamiliar with this process when I first heard of it. Therefore, going into it I felt that I did a good job following Andersons guide to how a cover letter was constructed. I thought I did a great job explaining to employers my determination and drive to learn. After review I found that I failed to incorporate enough information about the company I was seeking employment from. I reviewed these suggestions and added some things to the cover letter. I came to the realization that it is very important to thoroughly researching the job I was seeking and applying as much of that information into my cover letter because they are the primary audience. By doing this I realized that each job I apply for is going to have a different resume and cover letter to suit what they are looking for because overall I am trying to persuade them that I am the best candidate for the job.

The last potion of this project was the design a professional webpage that showcased me. The learning outcomes that this focused on were design, technology, and media. This portion of the exam was a struggle for me. I am not the best with computers and I wasn’t able to construct a webpage that was as creative and professional looking as I wanted. My webpage was not up to the standards that I wanted. Although my unfamiliarity with web design as a whole may be the reason mine was awful, I learned a lot about designing webpage’s and will take that information and hopefully be able to grow in that aspect.

***WikiHow Instruction Set***

Project two required designing a WikiHow page, which included writing a set of instructions. I did not write a topic that the community requested, but I did conduct my own topic and was able to expand the community by adding a topic that was unknown. The difficulty of explaining a card game online made this assignment a challenge. That is because most people learn games by playing. The learning outcomes that this assignment covered were writing and design. While writing I had to keep my audience in mind and continue to put myself in their shoes. I had to remember that my audience is going to vary based on age, intelligence, etc. These aspects will affect how they interpret my instructions. This was by far the biggest obstacle for this project. I constructed a user test and felt as though I had to straighten out certain parts to them. I was able to add many photographs to assist in the understanding of these instructions. I felt this strengthened my instruction set and allowed it to flow well. I also took the information from the user test and broke down a certain section that was causing confusion. All of these updates allowed for a better read and understanding of my instruction set.

***Short Assignments***

The short writing assignments allowed me to improve on reducing a certain amount of information into a short piece. This was different than all of my other writings because it was not a long paper that I was used to. These assignments allowed me to be able to read a text and paraphrase the important information into a short piece. Each assignment was also the same type of format and allowed me to be able to obtain experience with all different kinds of writing style. These included question and answer, emails, and memos.

***Technical Report/Project Plan***

Project three differed from the rest because for this project we were working in a group. This was my favorite project because I enjoyed brainstorming solutions to real life problems. This project included all of the learning outcomes. The first part of this project was the plan. We had to figure out the best way to communicate with each other about the best way to efficiently complete the task at hand. I have not also been the best researcher because I sometimes question if what I am researching is valuable. Being in a group allowed me to discuss with them if I was researching correctly and receive their input and suggestions. Based on this we were able to decide what research direction we wanted to go in and then disperse the work between each of us. We also included questions that would guide our research and help strengthen our report. We constructed this report in class and then would do the work we were assigned on our own time. Then the next class we were able to give updates of how we were doing and revise the plan if needed based on each individuals feedback and progress.

The technical report allowed me to test my collaboration skills. Our assignment was to write a persuasive report that involved all necessary information to attract readers. Our overall goal for the project was to be able to write a report that flowed well and excited our audience. We needed to persuade our audience that this was a great solution for the issue at hand. We used primary and secondary resources to back up our solution. Writing the report was difficult because I had to adapt to my role in the group. I am usually the leader and enjoy making the decisions, but for our project we felt it was intelligent to allow the person with the most knowledge on the topic to take charge. I felt as if our method for splitting up work was unorganized. We could have improved on this by someone being more assertive on the matter rather than allowing each individual to dictate the amount of work they wanted to do. Another challenge we overcame was blending each group members writing style into one report. Our group did majority of our work individually because of our conflicting schedules. We then brought the work to class and revised, edited, and made decisions on the report as a whole. This seemed to work well for our group. All in all, I feel as we ended up with a well-designed, persuasive feasibility report.

**Conclusion:**

 All in all, I feel as though I have met the learning outcomes for this course both individually and collaboratively. During the semester I have learned many different strategies about technical writing and work ethics. First, working in a group I have learned that it is necessary to have an individual that is assertive with assigning what to make sure that it all gets done. Also, to not be afraid to speak up and address group issues so you are not punished in the long wrong. Next, I learned the importance of addressing who your audience is and make sure you are writing to persuade them. This class introduced me to the idea of an audience and I will continue to use this information in my future writing. Lastly, I learned many different design strategies for writing such as a resume and feasibility report, but also online doing a webpage. The design aspect of writing is something that this class highlighted as a weakness of mine but allowed me to learn more about.