

## **MEMORANDUM**

**DATE:** May 17<sup>th</sup>, 2019

**TO:** Ms. Lisa Ramirez, Lecturer

**FROM:** Shanique Saldano, SCS

**SUBJECT:** Course Reflection

This memo serves as my reflection on my 15 weeks in this Technical Writing Course.

### **My Introduction to Technical Writing**

My initial introduction to this course left me anxious and fearful because it was a different type of writing than what I was accustomed to. All my experiences with writing was surrounded around stories or essays which made the thought of switching to more formal writing intimidating. I struggled a lot in the beginning of the course as I had a hard time moving away from elaborative sentences for essays and developing more concise ones for memos. Moreover, I had to constantly remind myself to structure sentences based on actor, action and removal of no and not from my sentences. I specifically remember the first assignment given which was an introductory memo. I can clearly remember drafting my memo, and although there was a guideline to follow and the instructions were very clear, it was the first time I had such little confidence in the work I was doing.

### **My Growth**

After completing my third assignment, I gradually began developing more confidence in the work I was producing and was less fearful at attempting it. I remember the 'cut' exercises where we were given paragraphs and were asked to remove repetitive or unnecessary wording. These class practices not only helped me to better understand making sentences concise, but always allowed me to develop more confidence and courage in the course. For me, these exercises were fun as well as excellent tools in helping me to better understand. I have grown tremendously in my writing abilities and have a better understanding of how to structure words to meet audiences need. This course has given knowledge and practices that I can implement in my everyday life such as teaching me to confidently draft a resume and cover letter to match the specific job specifications. This can specifically assist me in seeking job interview and applying for

positions. Moreover, it has also given me practice and experience with writing documents used in the workplace such as memos, proposals and even responding on behalf of businesses to complaint emails and requests. I am also now able to identify the various formats required for specific writing pieces. While essays and stories follow the format of indentation and double line space throughout the paragraphs, memos and letters are single spaced and have no indentation. I believe it is pertinent to know these variations as they will become useful as I advance in my career.

## **Conclusion**

As I draw closer to the completion of this course, I am appreciative and thankful for everything I have learned and can now apply. This course will allow me to apply the knowledge I have gained to other classes throughout my educational path as well as to my everyday life in communicating with others. I am now able to construct writing that is concise yet detailed and serves the appropriate audience. Regardless of where my career path will lead, I am confident that this course has given me adequate understanding and knowledge of other writing materials. With this knowledge I can better prepare documents and interpret them.