

**To:** Professor Amanda Loeffert

**From:** Daniel Head

**Subject:** Status Report

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### **Introduction**

My goal is to do well in the course, on the assignments, in participation, and on quizzes. Overall, I believe that I am doing well in the class with a high A. My biggest weaknesses are my time management skills and my shyness to speak in front of class. My solution to my time management issues is to focus on starting assignments early and hold myself accountable to doing so, while my class participation normally improves as the semester goes on so I hope that will naturally improve. In the coming weeks I plan to study and complete assignments as I have been, while also starting on reading my Reaktion book.

### **Accomplishments**

So far, I feel that I have learned a lot about technical writing and the design of technical documents. Before reading A Strategic Guide to Technical Communication I believed that most, if not all, technical documents had to be boring; thanks to reading this book I have learned that is not the case, and that effective technical documents do not have to be bland and boring to look at and read. I hope to use the design skills from this class when writing technical documents for my job and future classes.

Currently, I have a high A with a score of 96.4% in the course, with perfect group work and attendance scores. However, I only have an 89% on the quizzes. Most of the reason for my

low quiz grade is due to the chapter 4 quiz, which was mostly since I was distracted and just trying to do that particular quiz very quickly and remember miss-clicking but being unable to go back to the previous question to fix it. My lecture participation is low, mostly because I do not like speaking in front of a large amount of people; frequently I do feel like I could add to the discussion, but I don't feel confident enough in what I'd like to say to actually say it. However, I think I do well with small group discussions and participate in those adequately. Overall, I think that my grades and class participation is adequate but could be improved, particularly my participation in class discussions.

### **Concerns**

My biggest concern for this class are my time management habits, I am infamous among my friends for being a huge procrastinator for completing essays and reports. In the past, I even waited until the day a ten-page research paper was due to even start the paper. While I actually got a high A on it, after spending the entire day working on it up until it was due, I would personally prefer to never do that again. My procrastination has become much less frequent and extreme since then but is still a problem for me.

Since this is a class where we will be writing papers, I am worried that my bad habit of procrastinating will hurt me. While I have not been procrastinating for papers in other courses or the readings in this course or other courses, and I expect that it won't be too much of an issue, it is still a concern that I have. Since it is still a concern, I plan to start my assignments as early as possible and make myself start them by holding myself accountable by not giving myself time to watch TV or read books until I make some progress on my assignments.

Another concern is my lecture and class participation, while I participate well in small groups I do not participate much in the whole class discussions. Normally, I improve in this regard over time throughout the semester and I do not have a very good method of improving this. Even when called on, I'm normally still nervous to speak and don't really say everything that I'd like to. However, I do think the best way for me to improve, other than slowly becoming more familiar with the class, is to just to make myself speak so perhaps just being called on would be best for me.

### **Future Plans**

For the coming weeks, I plan to re-read some of the previous chapters in whole or in part in order to prepare for the upcoming memo packets. I have written many memos in the past, but I haven't done so in about a year now and want to review them. In addition to this, I'd like to start reading through my Reaktion book ahead of when we really need to start on it so that I have ample time and it does not interfere with other assignments. I also plan to speak in class at least somewhat more often, even if it is only once or twice more than usual each class. My study habits will remain relatively unchanged, just with some additional reading as review and reading the Reaktion book which should go quickly since it's short.

### **Conclusion**

Thus far, I believe that I have done fairly well on all graded assignments except the chapter 4 reading quiz and believe that my goal of doing well in the class will be accomplished. I do not have any major changes planned for my study habits, but I do plan to spend extra time reviewing previous chapters before the upcoming assignments are due in hopes that it will help me accomplish a good grade and help me not procrastinate on the assignments.