

**To:** Professor Amanda Loeffert

**From:** Daniel Head

**Subject:** Final Reflection

**Date:** December 13, 2018

### **Writing Development**

I believe that I have seen an improvement in my writing ability throughout the semester. I normally tend to write too much and give too much detail, to the point that the information becomes hard to understand. During this course I've learned to cut down on how much I'm writing and be more to the point – I think I still need to improve on this in the future, though. I have also been able to greatly improve my resume thanks to the information learned in this course from the readings and classwork. My resume was not quite as bad as some of the examples we looked at in class, but it certainly was not very good. I improved the design and readability considerably and adding a color scheme to it instead of keeping it black and white made it look much nicer.

### **Course Goals**

I did take the actions described in my status report and read ahead to be better prepared for the memo packet, resume and cover letter, and the presentation. Reading and working ahead definitely helped to keep me from procrastinating, and I am very glad that I did so. As I said in the status report, my biggest concern is always time management and in the future, I plan to consistently work and read ahead in classes because it seems to help reduce my stress levels and workload throughout the semester. Doing so greatly improved my concerns and I didn't feel

overwhelmed or behind or procrastinate very much since I was working ahead as much as I could. While I did not get perfect grades, I did get A's and believe that helps to show that it was effective and that I should continue doing so.

## **Assignments**

The assignment that I'm most proud of is my memo packet. The reason being that I really enjoyed learning about usability tests and how effective they are, and I enjoyed creating the instructions packet. Additionally, I am a huge cat lover, so being able to do anything relating to cats for a class assignment is very exciting to me. While I also did a presentation on cats, and am proud of that as well, I'm incredibly proud of my improvements revising the instruction guide and realizing how important usability tests are. I can see a lot of uses for usability tests and hope to make use of them in the future. My original instructions guide was fairly poor, the images were too small and not very helpful, and overall a little confusing. The usability test showed the flaws in the instruction guide very well, and I feel like the revised version was a great improvement. Feedback that I got included that I should perhaps move extra information into text boxes on the side and I should space it out a little bit more. I do agree with this and looking over my comments on my resume as well, I believe I have a problem with not having enough white space. I hope to keep this in mind and work on increasing the white space in my future assignments.

If I could add an assignment to this course, I would add a promotional or marketing brochure. I think that could be a very interesting assignment (I'd love to write a promotional brochure for a cat tower), and useful to practice writing persuasive pieces. If I could modify an assignment, I think I would modify the memo packet and make it more in-depth. I was very interested in the usability test, and while I know we could have done more outside of class, I kind of wish we

spent a little more time practicing how to design the questions being asked to keep them unbiased, or maybe some extra time on how to use the information gathered from a large amount of multiple choice questions.

## **Conclusion**

Overall, I really enjoyed this course and learned a lot about writing and technical writing. I feel much more confident in my writing abilities, particularly in regards to writing resumes. I also feel like my communication skills have improved because it was clear that I tend to write too much information, and now I can keep that in mind when communicating via email – cut out unnecessary information, or, “KISS” “keep it simple, stupid”. The assignments were all helpful and the knowledge gained from this course should prove useful in a professional environment in the future.