

1 CheatSheet: IT Document Template & Business English

LIFE

- PDF Link: [cheatsheet-doc-A4.pdf](#), Category: linux
- Blog URL: <https://cheatsheet.dennyzhang.com/cheatsheet-doc-A4>
- Related posts: CheatSheet: Professional Communication For IT Workers, [#denny-cheatsheets](#)

File me Issues or star this repo.

1.1 Documents

| Name | Comment |
|--------------------------|----------------------|
| Weekly Status Update | |
| Cross-team communication | |
| Design doc | |
| Tasks | chore, spikes, epics |

1.2 Encourage team members to contribute

| Name | Comment |
|-------------------------------------|---------|
| Feel free to fix the docs | |
| Mind filing a ticket to track this? | |

1.3 Meeting English

| Name | Comment |
|---------------------------------------|--|
| When people take conversation offline | Please socialize the outcome |
| Track tasks & issues | Can you open up a ticket, so that we don't lose track of it? |
| Delay the answer | Yeah, I'm trying to think |
| Delay the answer | We take the question offline |
| Ask feedback for your proposal | Does that make sense so far? |

1.4 Review Pull Requests

| Name | Comment |
|--------------------------------|---------|
| DRY (Don't repeat yourself) | |
| nit | |
| Can I get reviews for https... | |

1.5 Report Tickets

| Name | Comment |
|-----------------------------------|---|
| Not sure about ticket duplication | Let me know if this is a separate issue |
| | Thanks for the historical context |

1.6 Leave a conversation

| Name | Comment |
|---|---------|
| I'm gonna step away from this. I think it's clear what's wrong here | |

1.7 Misc

| Name | Comment |
|---------------------------|---------|
| home-grown approaches | |
| Sorry for off-topic | |
| Fix intermittent failures | |

1.8 More Resources

License: Code is licenhealth under MIT License.