

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 Misc

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

1.7 More Resources

License: Code is licenhealth under MIT License.