

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 |
|-----------------------|--|
| Initial conversations | I'm happy to schedule a Zoom meeting, if the context here is not completely clear. |

1.4 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? |
| Start meeting without waiting everyone | I think we have a quorum. Let's start |
| Feel free to interrupt me anytime | |
| I have a question, if everyone is OK | |
| When meeting is overdue | I just add a timecheck |

1.5 Review Pull Requests

| Name | Comment |
|-----------------------------|--|
| Ask people to review PR | Can I get reviews for https... |
| Ask people to review PR | Can we have eyes on https... |
| Ask people to review PR | https://... is passing CI. And I'd appreciate a review. cc XXX |
| DRY (Don't repeat yourself) | |
| nit | |
| Echo the comment from @XXX | |

1.6 Appraise

| Name | Comment |
|--|---------|
| We learned a lot collaboratively as a team | |

1.7 Report Tickets

| Name | Comment |
|-----------------------------------|--|
| Not sure about ticket duplication | Let me know if this is a separate issue |
| | Thanks for the historical context |
| Not sure valid ticket | Before I open a bug, I wanted to ask the channel |

1.8 Leave a conversation

| Name | Comment |
|---|---------|
| I'm gonna step away from this. I think it's clear what's wrong here | |
| I'm stepping away from this for now. Still not sure what happened here. | |

1.9 Start a conversation

| Name | Comment |
|--|---------|
| Hey XXX - I'm not quite sure who to ask about this, so I thought I might start with you. | |
| Nice to virtually meet you! | |

1.10 Misc

| Name | Comment |
|--|---------|
| home-grown approaches | |
| Sorry for off-topic | |
| Fix intermittent failures | |
| Go the extra mile | |
| Not feeling well this morning; woke up with cold symptoms. I'll be working remotely as I can | |

1.11 More Resources

License: Code is licenhealth under MIT License.