To:

From:

Subject:

Date:

Professor Roe

Adhem Azzabi

Final Exam

July 19, 2020

The purpose of this memo is to present the skills and knowledge I’ve gained throughout this course and discuss what I’ve learned and the challenges along the way. I will detail each major expected outcome I had, and whether I feel each goal was achieved. The audience of this memo is Professor Angela Roe, my instructor for CIS 179 this semester.

**Discussion**

Beginning this semester, my goals were to improve my general writing ability, including grammar, punctuation, and sentence flow. Throughout the memos I’ve written for this course, I have felt an improvement, even if slightly, in my technical writing ability. This has helped me with writing more concise emails and other documentation at work, while trimming out unnecessary aspects such as “fluff” words.

While my goal of improving my writing ability was technically met, I was expecting more intuitive assignments as literary improvement practice. I would be happy to see a larger variety of writing assignments in a future version of this course, as I felt most of it was of the same style of writing and formatting.

However, I do feel that I learned to write memos without too much consideration into the formatting. After practicing with the assignments in this course, I feel confident in my ability to write technical summaries geared towards readers, such as supervisors, who don’t have a lot of time to read through a lengthy document.

Aside from the individual assignments, I felt that working with my group was beneficial. Not only was my group wonderful at working together on our Recommendation Report, but I feel that we helped each other stay on task with our personal assignments, as we were always checking in with one another.

While working with my group, I feel that my best contribution was helping everyone with formatting and editing areas of the report. Everyone did their part well, and I was happy to hear that my assistance didn’t go unnoticed.

Overall, I felt that I met my personal goals and outcomes that I expected out of this class, but I do feel that there could have been a smoother learning experience and more intuitive lesson plans. My major goals came down to improving my technical writing for work purposes. I have been writing a lot of documentation at my job as a software developer and writing emails to the CEO. Due to the assignments I practiced on in this course, I felt a lot more confident about my writing.

Some obstacles I encountered throughout the course of this semester are availability and a lack of understanding in assignment instructions. Due to working full time and enrolling in thirteen credits during the eight-week semester, I wasn’t always able to work on assignments as early as I would have liked. Thankfully, I had a great group so scheduling meetings was always a breeze. With certain assignments, I felt the instructions were unclear and it took me longer to understand what tasks were needed to fulfill the requirements.

Overall, the results of my experience in this course are quite different from my original perspective. I liked the group work a lot more than I thought I would, which is in a major part due to the other group members. I enjoyed editing and formatting our Recommendation Report and working with my group mates on assigning tasks and splitting the workload.  
  
The parts of the course that I disliked or didn’t profit as much from would be the memos. Although they helped me learn the writing format, and as each assignment focused on technical writing grammar, I feel that they became redundant. Most specifically, the requirements of the chapter 5 assignment which was worth a large portion of our grade and would fail us if not completed, hurt my motivation more than it helped me learn.

**Conclusion**

This summer semester was jam packed with work, both within CIS 179 and outside of it. I feel I learned enough for this course to have been a worthwhile experience and gained some improvement in my technical writing ability. While the course could have had a better variety of content, the group work was a nice addition, especially during the COVID-19 pandemic. I reached my personal goals with the course, though it ended up differently than I had anticipated.