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 more or less of the same style of writing and formatting.

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.

**Conclusion**