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Engl. 387

Week 3 Videoconference Summary

September 15th 2013

Introduction

This is a summary of our videoconference from Tuesday, September 10th. It’s very short and focused primarily on my app development, redoing my outline and adjusting my flow chart a bit. We also discussed the differences between Technical writing and Academic writing.

Topics Covered

Primarily we discussed creating (in an imaginary sense) a real app with a name and actual function that it would be able to do. This would add context to my final progress report and make a few of the other step much easier to complete when working through my flowchart.

My outline needed to be redone as well, but once my flow chart was properly labeled out this almost completed itself with a little extra input entered.

From there we discussed how Progress reports are the most common report in the workplace and management puts a high amount of reliability in being able to read one of these at any given time. Progress reports make it possible to move employees where it is necessary to either get projects done or get an employee started on a new one. Management can use these to tell how you’ve been keeping busy and what you have been completing.

Thesis statements are about you point of view. What you have found out and what you’re going to write about. Whenever you write at work you are writing for other people to use your information.

Headings are extremely important. Without headings a technical document would be difficult to read and follow. Finding the necessary information that you are looking for becomes next to impossible and more work than it should be.

Conclusion

This videoconference was a lot more helpful than I imagined. I’ve never actually done one before, or let alone used Skype, so it was a neat new tool to learn. I feel going over the worksheet and fixing what needed a little more work will make my final progress report a lot easier to complete correctly. I must say I look forward to the next videoconference and hopefully can get my webcam working properly!