1. Name a job title that you will have or would want after graduation.

2. Describe a writing project that you are likely to produce in that position (e.g., an inspection report describing X, a process description of Y, a proposal to solve Z, etc.).

3. Now, address the following:

A. Who will read your document?

B. What is the information your reader will want or need?

C. How will your reader use the information in your document?

4. What type of internal research (within the organization and/or external research (authoritative sources outside of the organization) will you need to refer to as your write your communication? Explain.

1. Starting a career as an IT consultant would likely be the path I would be most interested in. it offers a very wide range of opportunities and was even listed as number 13 on CNN’s top 20 Best Jobs in America list.

2. I would imagine running into a lot of progress reports. As projects and different teams will constantly be working on different things, there will always be someone that is making sure they are staying on track.

3. As a consultant, the person who would be most likely to read my document would be the client or whoever I am working under for a specific project at the time requested. They will most likely be looking to make sure everything is on track and the problem I was assigned is being fixed. They would use the information like any other boss would, adjust what’s necessary and try make the situation more efficient.