**MEMORANDUM**

DATE: September 4, 2020

TO: Dr. Ken Machoian

FROM: James Hernandez

SUBJECT: Importance of Writing for Software Engineer

**Introductory Summary**

To discuss the topic, “Importance of writing in that job field” I interviewed a family friend who works at a well-respected company as a Software Engineer who works on a popular app. Having discussed a few key questions with him on the importance of writing, I am assured that quality of writing is favored over the quantity of writing.

**Percentage of Workweek Spent Writing**

I first led the discussion in asking about the process the company takes in writing code for Software Engineering because as a programmer myself I know that many companies choose different styles depending on the app being made and who they are making it for. So as discussed, he told me that the company goes with an Agile approach which means there is a focus more on coding than documentation/ writing mainly because of his position with the company. However, he stated that even though a low percentage of the workweek is writing/ documentation, the quality of the writing must be high due to those who will read the reports in the future.

**Types of Documents Written and their Purpose**

The types of documents written for his position are mainly reports and documentations for the code worked on and or changed/ updated on current projects. The purpose of these documents is for summarizations of what was worked on the project and what was currently working and not currently working from a list of features that the project needed. Another purpose for these documents is to express what certain parts of the code do and to explain the importance of why certain parts of the code are changed with listed details of improvements made.

**Types of Readers (Audiences) of these Documents**

As we discussed further into the interview I asked him who these documents were made for and he stated for mainly three different readers; team leads of the project, new programmers for the project, and current programmers on the project. He also went on to stating that the writing must be understood by all three readers who will be looking at it. One thing he also said is that all three readers have the same knowledge for understanding code and logic which makes the writing process for him easier since there is no differentiating knowledge between the groups.

**Conclusion**

On my findings from this Interview, having the ability to write high quality documentations is a must for Software Engineering, even if your position does not emphasize on writing documents. It is a skill that is needed so that your writing can be understood to your co-workers who will also be working with you.