MEMORANDUM

To: Arthur Thomas, Professor, COM 2610-004

From: Nate Roberts, Student <robernat@msudenver.edu>

Date: 1ˢᵗ September, 2018

Subject: *Technical Writing Assignment for Week 2*

I have read the syllabus in its entirety, I understand the elements and requirements of the course, and I intend to abide by them. I understand that the material covered in this course will include not only industry standards for use of language, conventions, and processes, but also analysis and synthesis of other technical documents. I am fully compliant with the expected technical abilities, including proficiency in Microsoft Office software and general English writing skills. I accept that the expectations for individual assignments cover both their content and their submission format. I have an existing familiarity with University and Departmental policies.

As a Computer Science student, I expect to go into coding professionally after graduating. To better understand the role of technical writing in this position, I consulted an associate of mine, Lucas Laws, who has worked for the last 4 years as a Programmer Analyst for the California-based E. & J. Gallo Winery.   He advised me that writing skills are critical across the gamut of a programmer's responsibilities. Many examples involve writing for those with a less technical background, including project status and policy memoranda to coworkers and supervisors, as well as software documentation intended for end-users. Some will be developed cooperatively with coworkers and clients, such as specification documents laying out what a given project should look like. Still others are written primarily for oneself and other programmers, including within programs themselves – even a simple program's code can be difficult to read without thorough and comprehensible comments and documentation.

I appreciate your attentiveness in attempting to ensure that each student understands the policy and grading expectations of the course, and has a solid idea of the purpose to which the skills taught here will apply. I hope that I have demonstrated both to your satisfaction, and trust that you will inform me of any issues requiring further attention.