

E-journal



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CSE 300

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Submitted to:

Professor Laborial

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August E-journals

8/26: Letter to Self

I am delighted to write this letter to myself since it is the first time that I have ever done that in my entire life. It might be a little awkward, but I need to bear with it as it is a class assignment. That being said, the discussion topic for today is about the experiences I have in writing including the challenges and the struggles I faced in the process of improving my writing skill. The discussion will not just be limited to the dark side of my writing journey in life, rather it will also touch my preferences in writing and some hopeful remarks at the end to measure the distance that I aspire to go in this course in order to improve my writing skill. I am sure this class will be the most beneficial class for my betterment in my writing skills.

To begin with, I would like to discuss my experiences as a writer. I started taking writing classes in high school and middle school. Essay writing homework was not just given in my english class, but also in other classes that had instructors that enjoyed including essay questions on homeworks and exams. Thus, gaining the ability to orchestrate ideas into paragraphs started there for me. After a while, college preparation and the standardized tests like SAT played a big role in improving my writing skill specifically on my vocabulary, grammar and organization of ideas. Finally, after joining college, WRT 101 and WRT 102 classes from Stony Brook university shaped my writing ability in a different dimension. Although the classes were very demanding, the deep interest in me invoked an eagerness to learn more and be a good writer. I remember visiting the professor's office hours every time looking forward to getting comments and improving my writing skills. That whole process certainly gave me a lot of room to improve my

writing skills. In general, the experience I have in writing is just related to class assignments, I have done research papers, literature reviews for books and ted talks and many journals.

When it comes to the challenges and struggles I faced in writing, I would say they were in different levels at different seasons of my writing stages. When I was a beginner, spelling, grammar, sentence fragments and deficiency in vocabulary were my challenges. In the intermediate level, most of those problems were alleviated, but redundancy in using words which signals inefficient vocabulary knowledge, and usage of punctuations were some of my struggles. In order to improve my vocabulary, I have been memorizing words on flash cards and trying to use them in my daily conversation. Apparently since the words are not that often used in our day to day english, most of them vanish without even being used. After taking writing class in SBU my punctuation and sentence structure was improved. Previously, I used to write a very long sentence with a lot of information that was connected by so many conjunctions. But, I later improved that after taking writing workshops. I still struggle with being verbose in my writing, as in the inability to convey my idea concisely. Well, apart from the technicality aspect of it, I used to sometimes struggle with providing sufficient arguments to support my main point and also having more than one main idea in one paragraph. When it comes to research papers, it takes me so much time to develop a solid idea.

That being said, I look forward to improving my writing skills this semester in this class. I hope to enhance my vocabulary and sentence structure so that I can present my idea concisely. I look forward to working on my resume and cover letter as well.

08/28: Technical Writing Introductions

Paragraph from reading "About "technical writing"

I have learned three things from the given reading. One is about the definition of technical writing and technical communication. Technical writing is a writing about any technical topic not limited to a specific technical topic. Technical communication happens when one tries to engage in a conversation either in writing or verbally about their field of studies. But the term technical refers to any field of study. Likewise, technical-writing courses are not necessarily a career as a technical writer is, but an introduction to the kinds of writing skills one needs practically in any technically oriented professional job. The other big point mentioned was the ability to "translate" technical information to nonspecialists as any technical communicator. This skill has become a key as technology companies are constantly struggling to find effective ways to help potential customers understand the advantages or the operation of their new products. Finally, I have seen that as a professional technical writer I might need to rely on some strategies like knowing the product, live demonstrations of the product and reading books or articles related to it in order to ensure the technical accuracy of my work.

One question I have is about the workload in this class. In the last part of the article it mentions that this class has a lot of work. How is the expected amount of work measured in terms of hours on average? I also wonder if the professor has any tips for his students in order to succeed in the class from past experiences with students. How about the grades?

08/31 Audience Awareness

Paragraph reading from audience analysis

Lack of audience analysis and adaptation is one of the root causes of most of the problems we find in professional, technical documents—particularly instructions where it surfaces most glaringly. One of the first things to do when analyzing an audience is to identify its type which could be experts: people who know the theory and product inside out, technicians: who build, maintain and repair the product, executives: decision makers, and non specialists: users of product. The communication challenge faced by the expert is communicating to the technician and the executive. The nonspecialist reader is least likely to understand what these people are saying—but also has the least reason to try.

Question: why would it be difficult to communicate with technicians? I thought they knew the staff very well since they do the maintenance.

Audiences, regardless of category, must also be analyzed in terms of characteristics such as the following: Background—knowledge, experience, training: if customers don't know abt the product they will get frustrated hence some information should be provided for them. However, that might increase the cost of the print for the producers Needs and interests: in order to provide the document we need to know the audience's interest, Different cultures: If you write for an international audience, be aware that formats for indicating time and dates, monetary amounts, and numerical amounts vary across the globe. Also be aware that humor and figurative language are not likely to be understood outside of your own culture. Other demographic characteristics: age groups, type of residence, area of residence, gender, political preferences, and so on. Audience analysis can get complicated by at least two other factors: More than one audience and wide variability in an audience

September E-journals

09/02: Ethos, Logos and Pathos

The article was an extremely helpful resource as there were so many examples that were given for each mode of persuasion. For me, I do understand what logos, pathos and ethos are and I know how to use them, but I sometimes find it hard to categorize whether a given persuasion falls under logos, pathos or ethos.

For example,

"My three decades of experience in public service, my tireless commitment to the people of this community, and my willingness to reach across the aisle and cooperate with the opposition, make me the ideal candidate for your mayor."

The above sentences sound like logos to me since the person is trying to logically argue through evidence. However, the sentence is under ethos. I do understand that the evidence provided might make it be under ethos, but logical argument is sometimes made through evidence. Is there a gray area where we can say that a certain argument has used both ethos and logos or is the boundary too distinct that this can never happen?

We can also take this example that people were arguing in the comments below the given article.

"WHEN YOU ARE TEXTING WHILE DRIVING CAN'T YOU SEE HOW DANGEROUS YOU MAY HAVE AN ACCIDENT?" Logos or pathos

I hope there is a better understanding that would help me differentiate between the three modes of arguments and use them effectively.

09/04 - Persuasion Exercise

I was thinking of saving two people instead of one. And I was also on the other hand wondering if it could be possible to get a female candidate from the given candidates but except for the explicitly mentioned boy and girl most of them didn't really mention any gender. Hence, taking the boy and the girl would be the best choice to continue the human race. I am sure they can contribute something even though they are 7 years old. The other candidates like the lawyer, librarian, surgeon, marine might not be the best options as there is nothing to do related to their profession. It is only a matter of survival and for that, any human being can learn quicker in order to survive and adapt to the situation without the need of having a farmer or a fisherman. They can read or use their phones to collect information on how to prepare their food or just survive in general as long as they have a good mind. My other reason for picking the kids is because most of the candidates except for the kids have already lived their lives at least half of it. But these little kids haven't even started life, so it is not fair to just die at a very young age without experiencing life. Therefore, I think that the boy and girl are the best candidates.

09/09: Blog Analysis Basics

I am thinking of writing a blog review or analysis on a make up brand that is always trying to sell their products through every possible means. I am going to go with an elf brand which is a makeup brand that has products on lips, eyes, skin care, face and everything. I might change my mind later and go with mac too. I know that a lot of women are obsessed with this so I just wanted to see how this brand is promoting their products. The question I have is how the blog analysis is supposed to be structure wise. I have a vague idea of what I am supposed to do in this analysis. What are the techniques that need to be included when doing the analysis, and what is the purpose of a blog analysis in general?

09/11: Sample Blog Analysis

The sample paper was able to effectively analyze the blog using different rhetorical analysing strategies. The author starts from personal experience as a worker at target persuading the audience as a first hand witness. The writer also tries to relate the trend of the blog with the actual trend for customers with his daily experience working there. I also like how the negative side of the blog is mentioned just like the positive side is mentioned. The detailed analysis given for the UX and some of the suggestions makes the blog stronger. Regarding the formating, MLA was well utilized. All the information used was cited properly. Overall, I think that this piece of paper is a good example of both great content with excellent use of ethos, logos and pathos used in the arguments in addition to decent style and format.

09/14 - none

09/16- Business Proposals

Paragraph about business proposal

I am thinking about proposing an idea where we as customers can manage our subscriptions before the money is being taken away from the company which has our credit card. There needs to be a way for the customer to conform through their phone right before it gets deducted from their credit card. There were alot of situations where my credit card was deducted and I don't tend to look at my transaction always so I don't know why, and finally when I realized that it happened and it just became too late for me to contact the customer service.

Brainstorming ideas for a business proposal:

- Virtual Library - Due to covid people can't really study so why not have a partner to be kept accountable for the time frame that someone plans to commit to.
- "Persona" future me: talk to yourself through face recognition and filters applied to show your future look. It is kind of like the future that will start talking to you--- like Inspiration:- Talktalk makes a lot of money -- and now you need a world with yourself and socialize that with others it is crazy but let us see what we can do.

09/18- Assignment Guidelines

It is very important to have the skills of writing business proposals at hand. There will be moments in our lives where we would desperately need these skills as business proposals are frequent in companies' working environment.

For me, I am still trying to brainstorm on what I want to write for my assignment. I haven't got any idea yet, but I hope I will get some ideas as we look more on samples and learn more about it. I am looking forward to enjoying writing this paper.

21/09 Sample Business proposal Critiques

The business proposal presented is very well thought out and organized with a lot of details and pictures in it. It is a very interesting paper with colorful styles, tables, pictures and a cover page with an image. It all rhymes and there is nothing that disturbs or looks odd. So the style was done perfectly. Other than that when it comes to the content. I found the idea that was raised very convincing and fascinating in my opinion. It has a detailed explanation of how subscriptions problems could happen and the schedule including the cost breakdowns. And that was very amazing to read. One minor problem I found is regarding the introduction. I think the very last sentence of the introduction needs to be specific. I was a bit confused when I first read the title, and it took me to get to the middle part of the paper in order to understand what the name of the writer's proposition was. Other than that, I was surprised by the amount of detail that the writer put into the paper. It does definitely require a lot of research to get all the numbers and the details right. The paper is a good example, I have got the bigger picture of what I should do for my proposal after reading this paper. It has also helped me to brainstorm some more ideas.

23/09: Paragraph About Headings

From this chapter I have learned how to use headings properly with the right format and style. I have first understood the purpose of having headings. Some of it being the right approach to capture the reader or summarize what the incoming text is about and also in order to not bore the reader when reading different technical papers. In addition to that, having a heading would help in dividing the topics of the paper and using headings like boundaries to do that classification. Secondly, I have understood that there are three types of headings- first level,

second level and third level. All of them are important but if we are writing a small paper we might not need the first level heading. We should also follow certain guidelines when using these different headings. For instance, the first level heading should be all in caps and it should start in a new page centered at the middle of the page with bigger fonts from the normal font of the content in the paper. The second level should be bolded and capped with a smaller size for the font; the same different guideline also applies to third level heading. In general, it is important to know when to use these headings and when not to use them because both “over using” them like stacking the headings or “lone using” them are improper ways of using headings.

Sep 25/2020 : Discussion on Fonts

I personally liked the fonts on number four and five. I would prefer four for formal documents and five for non-formal documents. It obviously depends on what paper I am writing when it comes to picking the right font style, however, I would be lying if I say that I hate the curly fonts like number five. I like the style. It is just a personal test. My least favorite ones are six and three. I don't like three because it is too small and the style of the font makes it hard for the reader to know the letters from far; it might require a bigger attention to read what is written using that font. On the other hand, the sixth font is too big, and the fact that it is bold adds up to its size and makes the text overwhelming and less inviting to read.

09/28 - no ejournal

09/30: Paragraph On Writing Instruction Guidelines

I am thinking of writing instructions on how to use google cloud. I will be doing some research on it and hopefully write the user instructions in a very simple and clear way. The other idea I have is about easy data transfers from old to new iOS devices. Very recently when I changed my phone, I have found this new easy option to transfer data fast very cool. It makes the new phone look familiar as it changes everything including the wallpaper. It also downloads all the applications that were part of our old phone automatically in addition to the files and media that gets transferred very quickly. I want to let other iOS users know about this new technique to help them easily migrate their data. Hence, I might write instructions on how to do these too. I will do my research and decide what instruction guidelines to write in the coming days.

October E-Journals

10/02- Sample User Instructions

The paper has a very good instruction elaborated and clearly explained with pictures. The only suggestion I have would be to include a picture --like it was included in the rest of the instructions-- where the writer talks about using a "list" that can be found by clicking an icon. I felt a little confused when I tried to locate the icon on the website. It might have been easier to locate that if an image was included. The other comment I have is to highlight the parts that the instruction specifically talks about. For example, the icon that is just mentioned above can be highlighted to help the user easily locate it. After including the image of the entire page, the icon could be highlighted in that image for easier location. There was also another part where the important words were bold where it talks about deciding to have either a citation or a patent filter option. I felt like those two words "citation" or "Patent" would be important enough to be bolded like the other words. But everything else is well done.

10/05- Further user instructions

The article gave a very detailed description on how to write instructions starting from the reasons we need an user instruction manuals. It mentions that it helps us to orchestrate our instruction in a very effective way. My most important takeaways from the article are the need for considering the audience while writing the instructions. This will help us be in the position of the audience and understand all the confusions they might have in following our instructions. Furthermore, the article emphasizes on instructions being very clear and simple on top of having a very detailed technical expertise from the writer's viewpoint. The ability to visualize the instructions and to get those instructions be tested by a real audience are also very important. Moreover, the detailed format was also very clear. Additionally, I found the checklist that the article included very crucial as it summarizes the article and is easily accessible to refer back to during writing the user instructions. It also gives us a chance to look back at our writing and see if the instructions seem to be missing any important points. In general it was a very helpful article.

10/07- Personal Writing Insights

The podcast was really great. I have got many valuable lessons when it comes to being authentic while writing personal statements and cover letters. I especially liked the saying that the guest speaker used "no tears with the writer, no tears with the reader". I understood that in any piece of writing we have to be ourselves while following the format of whatever that specific writing requires. Being authentic does give room for others to see what differs us from other writers and not just be like robots who follow specific instructions. It was also mentioned that finding the balance between incorporating our own color to the writing while following the

required format could be tricky at times but very important ones we figured it out. Writing journals, having comic books, reading other personal statements, and trying to find why we are attracted to certain elements in a writing would help us identify how we make sense of things. This process of knowing ourselves would help us to be authentic when we do the writing.

10/09- Resume and Cover Letter Basics

Writing a specific cover letter for every single job application is painful at times. To begin with, I would really wanna know what a cover letter specifically must include in common. I am asking this hoping to prepare one cover letter that can be a template for most IT related job applications. If that is not possible, there must be some way that can help us be good at it so that we can write good cover letters in a short amount of time.

Although the above questions still linger in my head, I have understood that cover letters do follow a certain format that can stay consistent to all the letters. This format can start from including the authors' information, brief description of reason for application followed by the qualifications we have for that job and finally our contact information.

10/12- no response required

10/14- Further Cover Letter And Resume Guidelines

The chapter has a very good explanation of how to write a resume and cover letter. I have learned what specifics to include in cover letters as I always get confused when it comes to cover letters. But this chapter was very detailed and talks about what specifics we need to include in the cover letter without being too fussy about it. I have learned a lot, and I am going to definitely apply all the tips to my resumes and cover letters.

10/16- Sample Resume And Cover Letter

I liked the fact that the writer tried to relate to the company at a deeper level through specific examples. Apart from that, the cover letter follows the guides that were discussed in the book. It states the purpose of the letter, it indicates the source of information and shows how the person qualifies for the job. This certainly is a very good template that shows how a cover letter is supposed to be like. Regarding the Resume, everything looks perfect except for the fact that there was more space at the end of the resume that could have been used instead of cramming everything into the first column of the page. Managing space is a big deal when it comes to resumes.

10/19- “Bad” and “Better” Cover Letters

The bad cover letter is informal. It is clear to see that the writer did not care to spend that much time putting the details in the cover letter. The cover letter sounds unprofessional and might give an impression to the reader that the candidate is more of a less caring person. On the other hand, a good example of a cover letter reflects the candidate's effort. It conveys a message that the writer is professional and is worth being considered for the position. In general, from the given examples I have learned that the way the cover letter is presented says a lot about the writers in addition to the words written in the letters. We can do ourselves a favor by putting a little bit of effort into writing a good cover letter since that makes us stand among other applicants. The bad and good examples of cover letters are really not a difference in content, they are both written for the same candidate with the same experience. But the way they were presented made a big difference.

10/21- Persuasive Letters

Comparison between two letters' rhetorical persuasiveness

The letter written by Professor Jekyll is rhetorically effective compared to the letter written by Prof Hyde for different reasons. First the former letter is very detailed in the appeal. Anyone from the parking staff can easily read and know what the person is appealing for. This is because the ticket number, the date it was issued and every necessary detail was provided. Where the later letter doesn't mention anything like that.

The second reason is the professionalism of the first letter compared to the second letter. When I first saw the letter, I did want to adjust the font, the spacing and the alignment before reading it as I thought it looked less formal. However, after reading the second letter I definitely considered the first letter as a very professional letter. This is because the letter has a date, whom the letter concerns and very clear paragraphs with detailed explanation. There are no spelling mistakes, and the sentences are well organized. However, the second letter has so many spelling mistakes. It is so informal starting with a "Hey" instead of "Dear" which is very unlike a letter. The sentences are not well organized and it just has not been polished. Not only that, the second letter sounds offensive and it just has a mad voice compared to the first letter which sounds very elegant and respectful.

The third reason is the content, the reasons that the writer of the first letter used is very persuasive and rhetorically effective. It persuades the reader for why the writer has not noticed the ticket by mentioning the possibilities that this might have happened. It gives a certain scenario where the ticket might have slipped accidentally as things like this have happened

before and the reasoning looks rational. Even on the second paragraph the writer uses numbers like specific times and some facts as to why his appeal should be considered while being very respectful and thankful at the same time. It uses pathos to emotionally convince the reader through a very decent and respectful tone. Even when it closes the letter, the writer assures the reader that this type of accident will no longer happen by showing the improvements made by the reader and also opens the room for more questions as well.

On the other hand, the second letter is very rude and talks about unnecessary stuff that are irrelevant to the appeal. Even at the end it seems as if the customer is giving a command instead of suggesting to consider what they believe is the right decision. The writer might have a point on why they forgot the ticket but it was not well presented and anything they say doesn't sound professional and worth being considered.

10/23- Assessing Sources

The podcast was such a great piece. It is eye-opening in terms of evaluating sources and identifying credible sources before believing them, sharing them, or just doing anything with those sources including citing them in research. In time as such, it is very easy to get drawn and fall into the trap of advertisers and flashy headlines that are trying to get our attention for the sake of clicks and likes and not necessarily for giving credible information. They might also present their sources to look credible by using phrases like "new research shows", "studies shows". But, none of them are fact-checked. The credible sources that we need to trust are the ones that are fact-checked by other researches and are peer-reviewed. I have learned that I need to check my source before using them for conducting my research. If the source is a book-

5 points are given, article - 4 points, newspaper - 3 points, magazine -2 points, website - 1 point, blogs - 0 points are given showing how trustworthy the sources are. So keeping the metric system in mind when checking a source is crucial. The other factor that determines the credibility of a source is the date that the source was published. Recently published sources tend to have errors compared to old ones as the old ones tend to be revised more. For articles and newspapers, we might need to do an investigation to know more about the author to see if they are biased or not. In general, it is very important to be cautious before believing any information or a news headline.

10/26- No e-journal

10/28- Research videos

It is interesting to see the advertising executive in the news organization vigorously refute the notion that native advertisements erode consumers' trust. The executive emphasizes the idea of native advertising not affecting owner's backing the idea of making their site untrustworthy absurd. They basically said that native advertisements are just how their market gets sustained and it shouldn't affect the customer when we know that the sites can not exist without advertisement. And, when 50% of the consumer can not recognize the camouflaged advertisement from the original content.

10/30- Research topics

The first Idea I have is about exploring the way these big companies are making money through advertisements and I want to explore how that could last or if it could change in the near future. I got interested because most of the big companies that are giving services for free are all surviving through advertisements including Google, Facebook, and News Papers. I also want to explore the problems these advertisements are bringing to society. The other thing that I want to explore is privacy and how our data is being mined even without us knowing about it. And how that could change the course of our lives in the near future. The other separate ideas I have is about this pandemic and how our lives could possibly change after this pandemic. I just felt that our lifestyle might not be the same ever after this pandemic. I wanted to explore different things that could possibly change.

November E-journals

Nov 2- 2020: Research Methods

My previous research assignments were decent beginnings that allowed me to explore my ideas while learning the correct MLA format used in research papers for the first time. One of the crucial things I learned from my previous assignments is -- a research paper needs a good source of information that can back up any claim or idea that the paper is making. The citations need to be very clear to show where the source of information is coming from. The sources play a big role here because they are there to persuade the reader and they better be from a credible source. This includes published scholarly papers which tend to have a high credibility compared to others as those papers get reviewed by other researchers.

The links provided to help us on the literature review paper writing were all important. I have never heard of an APA format, but it seems straightforward. I have found it very easy to follow the detail formatting from the Purdue owl site provided. The scoring system given is very useful for assessing credibility of the sources we use in our paper. I am sure I will find that handy when I do my research paper.

All the resources provided were very useful to set the ground for the paper. I have found the rating system to assess the credibility of a resource very useful. This is because, from my previous research assignments, I know that getting a credible source is the hard part of writing a research paper. With all the information out there, sometimes it becomes very hard to know which resource is credible especially if our topic doesn't seem to have many scholarly reviewed professional papers published on it. The other thing is the citation and all the formatting that gets a little confusing at times. We are using a different format that I have never used before but the resource provided including the Purdue owl site will definitely be of great help.

Nov 4 2020: Sample Literature Review

The Given Sample paper was very easy to read. The organization was very advanced. I was able to explore the idea on a deeper level from different perspectives and sources. The flow that was used was explicit in helping the reader easily know about the next part of the paper without overwhelming them with too much information. It starts with an abstract effectively summarizing the paper. It then gives a context about the topic of the paper by defining some important terms like “big data” so people can easily understand the topic. After unfolding the context of the research, the paper continues discussing the reason people should care about the subject by

signifying the applications of it in IoT (Internet of things), AI and machine learning. It then continues talking about the bias, privacy and some potential solution to the problem. Overall, the paper did a great job in exploring the topic with some potential solutions.

Nov 6 : Outlining

The podcast was great. It is indeed true that most students don't like outlining, but after the podcast, I am convinced that it is a very important technique to practice, not only just in writings, but really in any aspect of our lives. Outlining helps in organizing our thoughts and in filling the gaps between sections. Especially for research argument papers, outlines become very handy. It shows a blueprint of the entire process of writing by ordering arguments, making the transitions clear, and eventually building up the arguments. In addition to that, outlining does help in avoiding digression from the original topic. So it is more like a guideline for the entire process. It also helps us in dividing the entire process and breaking it into easy steps that can be easily tackled. Even more, the idea of reverse outlining --which I have never heard of before-- sounds like a cool technique to identify unique points in a paragraph. It also helps in trimming unnecessary paragraphs and in making every paragraph to the point with no unnecessary detail.

Nov 9-2020 Paragraphing:

The podcast was incredible. To be honest I haven't seen any professor as humble as Professor Joseph when it comes to encouraging us to be better writers through his stories. He mentions that failure is a stepping stone to become a better writer rather than a discouragement which I find to be very Inspiring. I just wanted to take a moment and appreciate the professor for that.

Paragraphing has always been a big issue for me. Especially when it comes to keeping it brief and not lengthy. I struggle with dividing related points and making them be two paragraphs. I have learned that it is possible to divide those points into their independent paragraphs easily by including a very good transition. I have also realized that it is important to keep the information clear, short and precise. In general, the tips mentioned in the podcast are very helpful and do challenge the traditional perception that we have about paragraphs. I am ready to explore more and try out new ways of paragraphing for my last paper.

Nov 11/11 2020: Presentation Guidelines

The research guidelines given were very brief. I have understood that we not only need to make presentation slides, but also include some audio or video. I was assuming that we were going to be presenting virtually via zoom in class. But after reading the presentation guidelines, my wrong assumptions were corrected. While I was reading the guidelines, I realized that I would need to strictly follow every guideline to make sure that I make a good presentation. Especially making the opening interesting and using images to add on the arguments is very important. The sample presentations given would also be helpful. I hope this presentation won't need that much extra research since it talks about our research review that has already been researched through the research paper. Although the presentation is about the research paper, I should not

forget to not only avoid repeating information but also highlight the most interesting, surprising and revealing elements of the research.

Nov 13/2020: Presentation Strategies

When it comes to presentations, something that I always struggle with is getting calm and speaking slow. I usually talk fast especially when I am under time constraints. The book does present a detailed guideline of oral presentations which are helpful for me to prepare myself well before presentations. I have learned from the reading that I need to first think about the purpose, topic and place of the presentation. The book also continues and discusses the contents and the requirements for the presentation, planning and preparing visuals, the process of delivering it and using spoken heading.

Nov 16/2020: Podcast on how writing improves your life

The podcast was very transparent and educating at the same time. One of the things that I learned from the podcast is good writing comes from good thinking. If we do things for the sake of doing them, it becomes hard for us to be effective as we assume it is a burden rather than a way to educate ourselves. Hence, having the right intention when it comes to writing or doing anything is very important. The other important point that was raised was about outlining and its transferability to other parts of our lives in helping us be organized about our tasks. This is a writing skill that improves our lives in many ways. The thing about outlining also gives room for us to prioritize all the ideas we have allowed us to exclude what we don't need and refine our paper further.

The other point I loved is about enjoying the journey rather than getting caught up with the destination. This does make me reconsider the motives that I have behind every single

assignment I do or task I complete. This is interesting to me because I realize that sometimes we worry too much about the future that we forget to live in the present. And that makes us miss both the present and the future hence leading us to never enjoy what we do. Finding a way to find enjoyment in every task we do is important.

The other important point that was raised aligns with good personal characters when it comes to discussions. For example, the ability to have an open mindset about different perspectives for different ideas instead of forcing or vibing with people who entertain the same ideas is crucial. Being willing to listen instead of aiming to win the conversation allows us to reflect and learn through the process. This way, we do make sure that we learn and enjoy while doing them which help us be successful both in the task and in the future. And when it comes to writing, outlining is very crucial and there is always no replacement for practice and hence making sure to make progress and practicing more helps us to improve our skills on the way.

Nov 18- 2020

Editing for Redundancy

She hardly heard the third glass shatter with a bold pop upon the grey tiles across the room. Three broken glasses was more than normal for an early rainy Tuesday in July at the café-- yet it had been preceded by a week's worth of rainy mornings. For this reason, people who normally wait for a sunny Sunday to take their screaming children out to brunch had collectively experienced a crisis of family conscience. She wouldn't have been surprised if she made a normal Friday or Saturday's worth of tips, but was it worth the chaos? The cringeworthy cries of untethered progeny? The fact that she couldn't tell if these questions were in regards to herself or the families whose tables she humbly waited upon, answered it all

Nov 19- Finish two pages of your research paper

Done

Nov 11/30 : Sample Research Presentation

The sample presentation has done many effective strategies to make the presentation look great. First the presentation was effectively presented using graphs and pictures. The infographics is spectacular, it portrays a story in easily understandable pictures and animation. The presentation also starts with a rhetorical question, which I think was effective in making the presentation interesting and grabbing the attention of the audience. The presentation also contains audios for every slide which I hope has the explanation about every single slide. I think this was one of the important replacements for detailed written explanations which would have looked less attractive for a slide. The last thing that I want to mention is the consistency of the slides in terms of style and color combination. It finishes with the style that it started. The infographics are just the right amount and very descriptive. In general, I have noticed that it grabs the attention of the audience easily. There is also a reference page to give credit for the sources which makes it more professional. The number of slides are also very precise and brief.

December E-journals

12/02 : Redundancy

- 1) Although Bradley Hall is regularly populated by students, close study of the building as a structure is seldom undertaken by them.

A close study of the Bradley hall structure was seldom undertaken as it was regularly populated by students.

- 2) He dropped out of school on account of the fact that it was necessary for him to help support his family.

He dropped out of school to support his family.

- 3) It is expected that the new schedule will be announced by the bus company within the next few days.

The Bus company is expected to announce the new schedule in the next few days.

- 4) There are many ways in which a student who is interested in meeting foreign students may come to know one.

There are many ways that a student can meet foreign students.

- 5) It is very unusual to find someone who has never told a deliberate lie on purpose.

It is unusual to find someone who never told a lie on purpose.

12/04: Redundancy Continued

1. Trouble is caused when people disobey rules that have been established for the safety of all.

- Disobeying rules established for safety causes trouble.

2. A campus rally was attended by more than a thousand students. Five students were arrested by campus police for disorderly conduct, while several others are charged by campus administrators with organizing a public meeting without being issued a permit to do so.

- A campus rally that was attended by thousands of students got five students arrested and several students got charged.

3. The subjects that are considered most important by students are those that have been shown to be useful to them after graduation.

- Students consider subjects that are useful after graduation most important.

4. In our company there are wide-open opportunities for professional growth with a company that enjoys an enviable record for stability in the dynamic atmosphere of aerospace technology.

- In our company there are wide-open opportunities for professional growth including aerospace technology.

5. Some people believe in capital punishment, while other people are against it; there are many opinions on this subject.

- Some people believe in capital punishment, while others are against it.

12/07: Final Reflections

This is the second letter that was ever written to me by myself. I am going to reflect on my semester. I really want to take it deep down and see what I learned and improved in the journey. In order to do that, I went all the way to the beginning and looked at what I did over the e-journal responses, papers, and discussions. I can tell that I have enjoyed the semester although it sounds crazy for me to believe that it is already over.

First, I was very skeptical about the asynchronous nature of the class since I never took such a class before. However, it was not as bad as I thought it would be. In fact, it was very flexible and effective from my perspective. There were times where I was busy with something else, and since I can get back to the tasks in this course whenever I finish the urgent task I was finding it convenient. Because even if I do it in the midst of everything it will not be efficient other than adding stress to myself. Hence, the flexibility has given me room to finish everything and actually learn from the tasks given instead of rushing through it and not learning anything.

The things we learned in class were very extendable to other classes or even other parts of our lives. For instance, some of the topics discussed including outlining can be applied to any class. It can also be applied to tasks that we plan to do during the day. This has helped me be a better person and get organized for my daily activities.

I loved the nature of the class. The podcasts were very authentic, inspiring, and educating at the same time. I enjoyed challenging some of my beliefs to open my mind to see things from a different perspective. The authenticity of everything has made me reflect on myself and check my motives when I was doing the assigned tasks. I started enjoying it instead of making it sound like a burden to me.

It has also opened my eyes to current situations like the videos I watched on camouflaged advertisements. Furthermore, it has taught me a lot of current affairs in the process of doing my research for my papers.

Regarding the technical aspects, I have been introduced to different styles for paragraphs that were different from the traditional paragraphs. The reverse outlining was also a big takeaway from the class. Overall, I believe I have become a better writer than I was at the beginning of the semester. The concerns I had regarding wordiness have relatively improved through the exercises and articles. I do believe that there is still room for improvement and that is what I am hoping to improve more in the future.