How did you do on the Proposal assignment: as you expected, worse than you expected, or better than you expected? What do you think is the reason for your performance on that assignment?

I did worse than I expected on the proposal assignment. I was hoping to achieve a grade above 80 and was close at 78. There are several reasons I feel that you could have had a better assignment grade. First we could have been more consistent with are IEEE standards. There were several instances in the document where our citations did not meet the requirements laid out by IEEE. Next we could have tightened up our technical language. There were several instances where sentences could have been improved. Also, we needed to tighten up our problem definition, it was a little too broad in this case. Also, there were little minor errors all over the document such as a random question mark, whitespaces, and not labelling figures with a little introduction. This was our first time drafting a document like this, so it can be easy to miss these little things. However, when it all adds up I can see that we should have spent a little more time editing.

Based on feedback you've so far received on Report 1, the Proposal assignment, and any other feedback in the course you deem relevant, what**strengths** can confidently carry into Report 2 that should help you do well on that assignment?

I had several strengths that will help carry into report two. Our technical plan was praised, as were several of our paragraphs. I was able to convey in the proposal document how we were going to install soft plastic bins, and why they were important for the university. I was able to address a need directly and offered a solution that was beyond simply having a survey.

What **two aspects** do you need to target to improve your performance as a technical writer and thus achieve your best on Report 2? What **two steps** do you plan to take that will help you generate a quality final report?

The first aspect I need to improve is editing. Several minor instances of our report needed to be changed. There were a few sentences that could have been more concise. The second aspect I need to improve on is following the IEEE guidelines. There were several points in our proposal that failed to do so. I plan on spending more time editing and paying more attention to IEEE documents in order to rectify these issues for Report 2.