

## Memo

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11 December 2019

To: Prof. Brian DeWall

From: Sean Gordon

Subject: Self Evaluation

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### **Course Outcomes**

During this semester of English 314, I was able to build upon and refine much of my existing skill in written communication, while removing some misconceptions and incorrect practices. This course provided a large amount of welcome practice on taking plan ideas, doing the required background work, and putting it all into writing. The proposal specifically pushed me to better understand how to put a large scale plan into writing, ensuring the solution was feasible and the background was solid. In all, this course was effective practice for many aspects of professional writing.

### **Communication and Performance**

With each group project my team communicated sparsely but effectively, often completing a project days before the deadline. Our team excelled at splitting work effectively and working cohesively, but one of the areas we could have improved in was setting meeting times ahead of time rather than the day of. This worked for the current college setting, but in a more professional setting it may not be possible. Personally I could have spoken up more about getting schedules calling meetings to ensure everything proceeded smoothly. This is something I will keep in mind moving forward, and a new personal goal for use in any team setting is to always try to get meetings set 2+ days in advance.

### **Future Goals**

As an aspiring software engineer, this course has shed light on some behaviors I should employ for the future. When operating in that environment, I will also give more emphasis to my current goal of keeping documents concise and readable so as to optimize read time and understandability, as software engineers expect professionalism, but dislike unnecessary jargon. As mentioned above, I resolve to take more of a leading role in scheduling in team situations. I will also be taking the skills learned in the proposal and feasibility reports to better budget time and resources when completing assignments or contracts.

SG