**English 149-07**

MEMORANDUM

Date: June 10th, 2009

To: Sherrie Amido

From: Tyler Holland

Re: Class Assessment Memo

Now that it is the end of the quarter, here is my final assessment memo about ENGL 149.

**What were the most important lessons learned in 149?**

I feel that the most important lesson I learned was how to be more concise in my writing. Being able to write a shorter, more to the point email will help me tremendously out in the workplace. Most of my communication, even now, is through email. If I can help people save time by not having to read a huge email, it’ll make everyone happier. Also, learning how to properly format a memo is very valuable; as I am sure I will see some in the workplace.

**What would you add or subtract from the class?**

I would add more strictly assigned tasks to the group projects. If you told groups to assign people to pre-set tasks, such as research or formatting, I feel that more work would get done. I know in our group we all just did everything, and although it worked out fine in the end, we probably should have been more organized. This would also be easier for grading, especially in the Summary Memo Report, because certain members could get a lower grade if their part received more negative feedback.

However, it would be hard to balance this in a way so that everyone still works as a team, but I think something could be done there.

**What advice would you give an incoming 149 student?**

Go out and buy the newest Microsoft Office right away. I tried to get by using OpenOffice, a free and open-source version of Microsoft Office, but none of the formatting for anything worked correctly. To save time and a lot of trouble, force yourself to go spend $130 on Microsoft Office. If you can’t contribute to the format of a document then the whole team will suffer because you can’t add to the other’s work as easily.

**What 10% participation grade can you reasonably argue for based on your overall performance?**

I would say that I earned a solid B in participation. Although I didn’t participate much in class, I showed up every day and did all but one of the homework assignments. I am quiet in nature, so I try to make up for the low participation in class with more effort and harder work outside of class. I wouldn’t give myself an A because I didn’t participate that much in class, but I also wouldn’t give myself a C because I did everything else. I also always had my textbook and printouts on me, which helped during the group meetings.

Overall this class has been a good learning experience for me, and although my technical writing skills might not be perfect yet, they have vastly improved from when I started this class a few months ago.