**Progress Report**

To: Alice Wu

From: Vivian Jiao

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Subject: Progress on my learning of ***Technical Writing*** on China MOOCs

**Introduction**

This semester I took the course of ***Technical Writing*** on China MOOCs. At present, the course has been carried out to half. Therefore, I write down this report to summarize what I have learned and make the next learning plan. I hope that through this report, I can recognize my defects and deficiencies, and learn more specifically.

**Work Completed To Date:**

I have learned the following.

Methods: I Learned the writing methods and structure of technical document design, response, employment communication, instructions and proposals.

Writing skills: I understood the differences between different types, and mastered the writing skills of scientific and technological documents.

Practice: Each type of writing has been practiced, and the writing skills have been greatly improved.

**Work In Progress:**

I am learning the format of formal report and informal report. Moreover, I am practicing the writing of progress report and recommendation report, which makes my logic clear and my work more orderly.

**Work To Be Completed:**

Next, I will focus on improving these skills.

Vocabulary: I will improve my vocabulary and enrich my writing content.

Grammar: I will pay more attention to the variety of sentence patterns and the fluency of writing.

Logic: I need to pay more attention to the logicality of technical writing. In addition, data and examples are needed.

**Problems:**

In the study of ***Technical Writing*** on China MOOCs, I didn't fully understand many types of writing due to the lack of discussion and communication，as well as that it is difficult for me to objectively evaluate whether my practice has improved.

However，these cannot affect me to study hard and complete the course task. I will finish my study on time on December 31, 2019.