

Jinyang Li

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Dr. Edward Scott  
Professor of Technical Communication  
3241 S State Street  
Chicago, IL 60616

Dear Dr. Edward:

I am writhing to you to answer the questions indicated in syllabus.

From beginning to now, I feel that I can write better reports as well as short essay and technical documents due to we practice them. First of all, my skill of organization documents was highly improved, now I can clearly know what should I write in different part of a document. At second, I know much better types of documents. At third, those practice made me easier dealing with writing problems, in another words, my proficiency was improved.

In the future, I'd like to extend my volume of vocabulary and follows the syllabus to learn more types of documents.

Sincerely yours,

Jinyang Li

Student of COM421