

CheatSheet: IT Document Template & Business English

LIFE

- PDF Link: [cheatsheet-doc-A4.pdf](#), Category: linux
- Blog URL: <https://cheatsheet.dennyzhang.com/cheatsheet-doc-A4>
- Related posts: CheatSheet: Professional Communication For IT Workers, [#denny-cheatsheets](#)

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1.1 Documents

Name	Comment
Weekly Status Update	
Cross-team communication	
Design doc	
Tasks	chore, spikes, epics

1.2 Encourage team members to contribute

Name	Comment
Feel free to fix the docs	
Mind filing a ticket to track this?	

1.3 Meeting English

Name	Comment
Initial conversations	I'm happy to schedule a Zoom meeting, if the context here is not completely clear.

1.4 Meeting English

Name	Comment
When people take conversation offline	Please socialize the outcome
Track tasks & issues	Can you open up a ticket, so that we don't lose track of it?
Delay the answer	Yeah, I'm trying to think
Delay the answer	We take the question offline
Ask feedback for your proposal	Does that make sense so far?
Start meeting without waiting everyone	I think we have a quorum. Let's start
Feel free to interrupt me anytime	
I have a question, if everyone is OK	
When meeting is overdue	I just add a timecheck

1.5 Review Pull Requests/Diff

Name	Comment
Ask people to review PR	Can I get reviews for https...
Ask people to review PR	Can I get a stamp for https...
Ask people to review PR	Can we have eyes on https...
Ask people to review PR	https://... is passing CI. And I'd appreciate a review. cc XXX
Suggestions of small things	nit: XXX
Comments as newcomers	noob: XXX
Don't repeat yourself	DRY: XXX
Echo the comment from @XXX	

1.6 Appraise

Name	Comment
We learned a lot collaboratively as a team	

1.7 Report Tickets

Name	Comment
Not sure about ticket duplication	Let me know if this is a separate issue Thanks for the historical context
Not sure valid ticket	Before I open a bug, I wanted to ask the channel

1.8 Leave a conversation

Name	Comment
I'm gonna step away from this. I think it's clear what's wrong here	
I'm stepping away from this for now. Still not sure what happened here.	

1.9 Start a conversation

Name	Comment
Hey XXX - I'm not quite sure who to ask about this, so I thought I might start with you.	
Nice to virtually meet you!	

1.10 Misc

Name	Comment
home-grown approaches	
Sorry for off-topic	
Fix intermittent failures	
Go the extra mile	
Not feeling well this morning; woke up with cold symptoms. I'll be working remotely as I can	

1.11 More Resources

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