AI-Generated Version:

I'm Basanta Baral, a senior studying Computer Science. I'm from Nepal and came to the US for my education. After graduation, I want to work as a software engineer, and I know that being able to write clearly is just as important as being good at coding.

My main goal is to get a software engineering job where I can work on interesting projects. In tech companies, engineers need to write documentation, explain their code to others, and create reports that non-technical people can understand. This technical writing course will help me learn these exact skills - writing memos, reports, and proposals that I'll use at work every day.

Being from Nepal has really shaped how I communicate. In my culture, we're taught to listen carefully and think before speaking, rather than jumping into conversations quickly. Also, since I learned English mostly from textbooks and formal writing classes (not from everyday conversation), I'm much better at writing than speaking. When I write, I can take my time and make sure everything is correct. But when I speak, I sometimes pause a lot because I'm trying to find the right words and make sure my grammar is right. I'm more comfortable being a listener in group discussions, taking notes and understanding everything before I contribute.

This affects what I want from this class. I need to learn how to write in a way that sounds natural and friendly, not stiff and textbook-like. When I apply for jobs, my resume and cover letters need to show my technical skills but also sound like a real person wrote them, not a formal essay. I'm especially looking forward to the group projects because they'll force me to practice explaining my ideas more quickly and naturally. Building a portfolio will also help me show employers what I can do, since they might not realize how well I can communicate just from meeting me briefly.

I'm also interested in learning about ethical writing in technical fields. Sometimes cultural differences can cause misunderstandings in professional writing, and I want to avoid those problems. By the end of this course, I hope to feel confident that my writing skills match my technical abilities, which will help me succeed in the American tech industry.

Polished Version:

Date: August 28, 2025

To: Instructor Ashley Plack O'Donnell
From: Basanta Baral

Subject: Introductory Memo

I am writing to introduce myself and share my goals for this course. My name is Basanta Baral, and I am a senior majoring in Computer Science. I came to the United States from Nepal to pursue my education, and after graduation, I plan to begin a career as a software engineer. My main goal is to work on meaningful projects where I can grow as both a developer and a communicator.

I know that strong communication is just as important as strong technical skills. In the workplace, engineers must document their code, explain technical decisions, and translate complex ideas into terms that non-technical audiences can understand. This course is especially important to me because it will help me practice writing memos, reports, and proposals skills I know I will use every day in my career.

My cultural background has shaped the way I communicate. In Nepali culture, showing respect to higher authority is important, so sometimes I am more formal with professors and less likely to directly challenge ideas in class.

I am more of a listener than speaker. Because I learned English mainly from textbooks, my writing tends to be clearer than my speaking. When I write, I feel more confident because I can pause and choose the right words. But in conversations, I sometimes hesitate because I want to avoid mistakes. This makes me a thoughtful listener in group discussions, but I would like to become more comfortable speaking naturally and confidently.

For this course, I want to learn how to write and speak in a way that is professional but also approachable, not overly formal or "textbook-like." I also look forward to the group projects, since they will challenge me to explain my ideas more quickly and naturally. Building a portfolio will allow me to showcase not just my technical abilities but also my communication skills. I am also especially interested in learning about ethical writing, since cultural differences can sometimes lead to misunderstandings.

AI Component:

I used a generative AI tool to create the first draft of this memo. The AI provided an outline with the key points: my background, career goals and communication style. However, I revised it significantly to match my own voice and background. I added more personal details (such as how I learned English in Nepal), made the tone warmer and more natural, and organized it in proper memo format. The structure of writing was messy and bit off my personal background. I tried to put the sentences in proper order so that the reader can get the proper identification of

my personality and background. This process helped me ensure the final version feels authentic to me while still meeting professional standards.