

# Memo to Future self

**To:** Brett Mullenix  
**From:** Brett Mullenix  
**cc:** Dr. Bond  
**Date:** December 13, 2015  
**Re:** Things to remember about Technical Communications

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I will be explaining the lessons learned from the technical communications class that you should remember down the road.

## **Group Work and group dynamics**

I learned that to make a group function at its best, you need to be a good partner. A partner that doesn't miss meetings, is attentive when present at the meetings, and do the assigned tasks in a timely manner to the best of your effort. When you do this the group dynamic will be great, and the team will be able to have fun and get work done. Being able to have fun is important to a group, so remember to always have fun, and makes the environment much better for work.

## **Perseverance and time management**

Over the course of the semester, being able to find time to allocate for the meetings, the individual assignments and the group assignments, is very important. During the course of the year, there were plenty of assignments, and making time allows for you to focus better on the big picture of the class. This can be seen once the groups were made, being able to do the assigned tasks in a timely manner, allows the group to focus on the main point of the group and not an individual assignment.

## **Technical Communications concepts**

The idea that the work place, is a place for all peoples, and should never feel isolated and should be treated fairly and ethically. Also the idea of being able to communicate effectively through various medias, allows us the ability to connect to more groups much easier. Understanding this will allow me and you the ability to communicate effectively in the work place.

## **Conclusion**

In all you should remember these three things: be a good productive group member, make time to do all the work needed for every assignment, and understand the concepts being taught and use these medias as a way to effectively communicate within the work place.