

Unit 2 Reflection

Overall, this unit felt like it went by faster than the first unit. Writing a professional proposal and letter was a skill that I have newly obtained amongst all the work that was assigned in this unit. Also, the assignments that involved group work was highly beneficial in learning how to work efficiently and cooperatively.

First off, the Persuasive “Memo of Intent” assignment was an ideal first assignment to begin the unit with. This memo assignment provided the basic skills to write a general memo, letter, or proposal with its general heading that was later used with the rest of the unit’s assignments. The Annotated Bibliography/Short Report assignment required individual and group parts that also worked well with progressing through the unit. It was a great starting point for the newly created groups to get things going with their problem being presented. The assignment was a good balance between responsibility amongst group and individual work. Following that, the “Bad News” Letter assignment was a simple letter for groups to write together. I was able to learn how to write negative information in a formal and professional manner. Afterwards, the Short Oral Report presentation was also beneficial to my writing skills set. It helped with the progression with most groups efforts with working towards the improvement of their issues. Finally, the Proposal and Cover Letter assignment seemed to be a nice transition with officially stating a group’s problem in moving forward to the next unit.