To: Benjamin Asher

From: Gregory Asher

Date: 07-28-2016

Subject: CSS301 is Important

 Introduction

Technical writing is referred to by course number CSS301 at the University of Washington. This course teaches you how to create documents related to contract proposals and memo structures. **Taking CSS301 is an important stepping stone into any engineering career.**

Comparison Summary Table

 Table 1 shows the knowledge gained from taking CSS301.

Table 1: Knowledge before and after taking CSS301.

|  |  |  |
| --- | --- | --- |
| Criteria | Before CSS301 | After CSS301 |
| CRAP | * Misaligned text * Varying fonts * Poor proximity * Blocks of text | * Well aligned * Consistent font * Proximity makes the document easy to read * Contrast allows the eyes to quickly examine the contents |
| Grammar | * Poor punctuation * Wordy | * Good punctuation * Concise with good Pace |
| Document Organization | * Confusing structure * Poor readability * Long paragraphs | * Well organized (important info first) * Easily navigated * Clear, concise points |
| Source: Asher, Gregory. "CSS301 Midterm Part 2." N.p., 07 July 2016. Web. 07 July 2016. | | |

A career in engineering will require writing proposals to obtain new contracts with businesses. CSS301 provides the skills necessary for a student to have a successful career as an engineer. Given this need every prospective engineer should take this course to better prepare them for their future.

References

Asher, Gregory. "CSS301 Midterm Part 2." N.p., 07 July 2016. Web. 07 July 2016.