**Memorandum**

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| To: | Zack Allred |
| From: | Johan Farfan |
| Date: | 01/12/2019 |
| Subject: | Course Goals |

I’d like to mention the goals I’ve traced after succeeding in English 2100, hopefully the information in this memo might help other students to have a better idea of what they can accomplish in such an important subject:

Technical writing will help me to have more professional writings in any area at any level, regardless the person or organization I’ll address to. It’s a considerable amount of content that covers almost any scenario, and after practicing through assignments, it’s possible to master, or at least to deliver precise information to whomever needs it.

My critical thinking will also grow, as I’ll be better deciding my audience and the best media to deliver my messages, and adjust my language to certain levels of understanding.

Finally, as English is my second language, this course will allow me to be able to communicate effectively, in a corporate level using an International and commercial language, without problems, even if it’s foreign to me.