* Describe the resources you have previously used to do research either at work or school, what their strengths and weaknesses are, and how you would expand and limit your search options.
* Imagine you interviewed five people from your company and two other companies for a technical oriented information report. You also received internal documents from the two other companies, including graphics that you used in the report. Describe how you would cite these sources in resources you have previously used to do research either at work or school resources you have previously used to do research either at work or school resources you have previously used to do research either at work or school.

Research is a process of discovering new knowledge and Sources are the materials from which the writer collects ideas and information. The resources I have previously used to do research at work or school is the internet where I googled about most of the things I wanted to know. The weakness is time consuming because you have different sources in which you have to read about. You can limit those by picking feel sources.

In an academic setting and a work environment, I would first put all that information in double quotations to show that this information came from those companies. In addition, I will explain the interview I did with those people and these are the outcome of it and at the end of the document, I will put in the citation the name of the places I took the information to give them credit

* Analyze your normal procedure for writing an essay, and describe the stages you go through to create it.
* Think of a time where you had to create a written product or presentation with a team, explain what went well, and what could be done better in the future.

## According to an article and I quote “The writing process is an approach to writing that entails the recursive phases of pre-writing, drafting, revising, editing, and publishing.” The first thing I do if am writing an essay is to study the question being asked, then I start looking for answers to that topic by applying the Ideas that I know about the topic, then I start putting those ideas down and start coming up with other ideas which I can find by researching, then I organize them in a chronological order and then start writing an essay. After I finish, I start correcting some mistakes by making some changes and finally, I give it to someone to read and see if everything is correct and submit it.

## The last time we did a collaboration project was at school during my final year. At the end of the academic year, we were put in group to work on a project and write a design document to presented to the class. My job was to write and present the document. At first, the communication was well. Unfortunately, the whole thing did not go well because some people left the class and we had to do double job. I wish everybody was there till the end and did their part and this problem needs to be avoided in the future.

Brief Correspondence" Please respond to the following:

* Think about all the emails and text messages you have sent in the last 24 hours. Discuss how much time went into planning the correspondence, and the consequences of the time spent planning.
* The textbook indicates that emails and memos should be an appropriate length for your message. Create a standard or best practice for determining an appropriate length for an email and a memo.

The most important email I wrote in the last 24 hours is the one I sent to the management of the company about an incidence which happened last week. Someone broke into a car of a contractor of our company. It happened at my watch, therefore I was going to let management knows. It took me about ten minutes together to collect all the facts, Then I wrote down all the major points and started planning the organization of these which took about twenty minutes. Then, I started drafting the email which took about ten minutes. After that, I revised it to make sure everything was ok and then I sent it.

The best practice or standard of determining the length of a memo and emails is to determine the intended recipient of the message. You cannot write a long email to most of the CEO because they don’t have time to read long emails. Therefore, it is very good to be as briefly as possible. In addition, memos and email messages needs to talk about one topic which can be brought to the attention of the recipient on the subject area.

* Discuss the varying degree of ethics found in organizations you have worked for and how these cultures affected you and / or your work. Then, discuss how you know you are part of an ethical organization.
* You have completed a report for your supervisor that outlines a problem that cannot be solved easily or quickly. About one week later the same report is circulated throughout the company that has been altered significantly. You suspect your supervisor made changes to undermine the severity of the problem. Do you have an ethical obligation to speak up? Discuss how you would handle this situation.

The company I worked for has varies degree of ethics policies which can make every person love to work there. Every year the company rises the wages and salaries of its workers between two to ten percentage based on evaluation of an individual. It also offers 100% free health care which including complete coverage for all their dependents. Moreover, its gives employees an all-expenses paid vacation every five years. On the issues of products, if any product is found to be unsatisfactory by the customer, 100% refund is given plus a free better one. This has made me enjoy working for this company because it has shown how it follows corporate code of ethics.

On such issues of a change of the report, I would speak to the person who has the same high ethical believe as mine to talked to higher authority about it. After we come to an understanding, then we approach the supervisor and resolve it in order to maintain the corporate code of ethics which can be done by telling him to revised the published code of ethics in our company. This written document gives every employee the right to whifistleblow if ethics code of conducts is violated.

"Graphics" Please respond to the following:

* Describe two common types of graphs, tables, or charts that you see used in your work or school.  Discuss whether or not they effectively communicate the purpose, and what other graphics might be more effective for the intended audience.
* From the e-Activity, describe what makes each graphic a good or bad example of a graphic. For each, identify at least two more ideas to make each better.

Graphics is the art of drawing in accordance with the rules of mathematics and engineering to represent data. The two types of graphs I want to describe are tables and Gantt charts. A table is a set of data elements using a model of vertical columns and horizontal rows, And Gantt chart is a chart in which a series of horizontal lines shows the amount of work done in certain periods of time in relation to the amount planned for those periods.

The tables are intended for its purpose because they make data looks good and well represented and I liked using them for most of my work to summaries data. The Gantt charts are also good ways of representing the progress of tasks and I believe they are effective way of presenting reports to the managements by the project managers. The show the duration of each task, the dates of the beginning and the ending of the tasks.

Below is an example of a good graphic. This graphic is simple and an effective design which make it all very easy to navigate. The navigation bar is well designed and visible.

The is an example of a bad designer. Colors are too bright which makes it difficult to see. The images have bad shadow and not visible.

"Writing for the Web" Please respond to the following:

* You have likely seen hundreds of thousands of Webs pages over the span of your lifetime. Generalize how well you feel the audience and purpose overall of all the Websites you have viewed are aligned. Speculate to the reason behind your generalization.
* Having summarized your general observations about Websites, discuss what you feel is the most common error you encounter in poorly written or displayed Websites.

Writing for the Web is the way of writing contents which are good for the designing of the websites. As I am a web designer, we were told to build websites that are left aligned because people read from left to right and top to bottom. In addition, website cannot long on a single page because users hate to scroll down the long page. Once they come across such site, they won’t come back. The best thing to do is to put other content on another page which can be linked.

Poor websites are the ones with bad fonts which are difficult for reader to see. The worst fonts that should be avoided is the italic which are hard to read by most people especially disabled. Some websites have navigation bar on the right which is very bad practice and not acceptable in the world of web.

The other mistakes which unexperienced web designer do is to build a site with missing images. This can be a browser problem in some situation. The should include an alternative which can replaced an image with words describing that image.

"Just the Facts, Ma’am" Please respond to the following:

* From the e-Activity, assess how well the news release follows the inverted triangle approach. Be sure to provide the date, title, and the company which released the news.
* Create a best practice to determine how many facts are essential when writing a summary for an informative report.

The article I read was about Charter Communications, Inc. who announced its subsidiaries CCO Holdings, LLC and CCO Holdings Capital Corp., have priced $1.5 billion in aggregate principal amount of senior unsecured notes due 2028 (the "Notes"). In addition, this Notes will have an interest rate of 5.000% per annum and will be issued at a price of 100.0% of the aggregate principal amount.

This article was released on Aug 03, 2017, 21:24 ET by Charter Communications, Inc and the title was Charter Prices $1.5 Billion Senior Unsecured Notes. http://www.prnewswire.com/news-releases/news-releases-list/

The article followed the inverted triangle approach where first, they front-load the story, writing the important and most attention-grabbing issues first which was followed by explanatory information in the order of diminishing importance. Finally, the least important information was at the bottom.

The best practice is to summarize the most important facts which can be written in the order of its important and the way they have put them.

(NASDAQ: [CHTR](http://studio-5.financialcontent.com/prnews?Page=Quote&Ticker=CHTR)) (along with its subsidiaries, "Charter") today announced that its subsidiaries, CCO Holdings, LLC and CCO Holdings Capital Corp., have priced $1.5 billion in aggregate principal amount of senior unsecured notes due 2028 (the "Notes"). The Notes will bear interest at a rate of 5.000% per annum and will be issued at a price of 100.0% of the aggregate principal amount.

Investigative Reports" Please respond to the following:

* Assess what makes reading investigative reports difficult or fatiguing or both. Then, recommend how a writer can address your findings.
* Analyze the parts of investigative reports to determine what part you feel is the most critical that could often be miscommunicated. Explain your reason(s).

**There are many approaches to read an investigating report and the best method is to be InTouch with the writer and ask questions what he did not understand. Reading a report, it becomes difficult because you are not the person who wrote that report, Writers don’t write the truth because they can't convince strangers to reveal details, they won't succeed. It's the most basic, indispensable talent in the game. Even** interviews, developed reference interviews or confidential source interviews don’t give the real picture what happened.

The best way is to also include the sources of the information and provide a better way to give a reader an easy access to those sources so that he can reach them as well for some questions. I suggest a writer should talk to me so that he can get a true picture of my finding before publishing my work

The part which can be miscommunicated is the one which I have mentioned above which is how difficult it is to convince a stranger to give all the information. Interviews don’t give all the answers because some people don’t open a door to answer all the questions till you started slowly to talk about other things of their interest. It is very important to document the interview and record so that they write can go through those recorded interviews before write the report.

In both massively multiplayer online role-playing games and a game of spades, you’re trying to dethrone your opponents. Winning a spades game gives you bragging rights and the title as the King or Queen of Spades, or that’s what we call our winners., as well as with MMORPGs, the ability to complete different levels to conquer the quests also gives you bragging rights and a sense of ownership. Playing MMORPGs is similar to a game of spades in that they both require strategy and the object of the game is to win. The way you interact with your partner and learning their strategy while playing the game of spades resembles the way you interact with your team on a MMORPG. Both require you to rely on your partner(s) to win the game. A person is more involved and can play for hours playing a MMORPG because it is more intriguing, on the contrary with playing spades face-to-face, there’s no adrenaline flow that gives you that burst to want to sit for hours and hours. Although the MMORPG environment is fictional, you actually feel as though you’re inside that world, unlike with the environment of the face-to-face card game where you’re sitting at a table, there is not graphics. There is violence in most MMORPG as opposed to a game of spades. I played different games w

paper has described the cognitive social phenomena that occurs in MMORPGs that wouldn’t occur in a face-to-face checkers game, the Massively Multiplayer Online Role-Playing Game (MMORPG) user interaction environment versus the environment in a face-to-face Spades game, the impact of both interaction environments, and outlined the user interface requirements that a game designer needs to include in order to engage players in a MMORPG environment. The user engagement in MMORPGs has definitely bypassed those of previous role playing games. People of all ages and skill levels enjoy the task challenges and changing environments that come with MMORPGs. Thus, game designers need to have a thorough understanding of how user interaction can be improved as it relates to MMORPGs so that they can create games that keep users engaged and not bo