* 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.

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 question 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 to 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 question till you started slowly to talk about other things of their interest.

"Writing Instructions" Please respond to the following:

* Discuss the pros and cons for companies to write instructions in multiple languages on the same document.
* Is it possible to create assembly instructions that everyone can follow? Discuss the practical nature of creating such a document and the possible trade-offs or pros and cons of attempting to do so.

It is very important for companies because people in different countries often use different words which can be confusing. An example can be in Britain whose words differs from America words. Therefore, it is important for companies to do that to increase their profit by reaching different market all over the world. In addition, international digital marketing continues to explode and with that, the question becomes more around what to do with translating all the enormous content in those languages. On the other hand, it can be costly to write different language instruction documents because profession writers would be needed to do the job.

It is very important to create assembly instructions that everyone can follow because it Speeds up the process of understanding the document and do the job as instructed by following the instruction. In addition, the document ensures instructions are understood by all the intended audience. Also, some can be done in form of a video because it can be helpful as well to those who hate reading. The disadvantage can be on the cost of shipping all those which can be an extra cost for the companies.

"Writing Good Instructions" Please respond to the following:

* Review the nine steps to composing instructions. Then, assess which is the most likely violation that can occur when writing instructions. Provide your reason(s).
* Discuss and give an example when it might be appropriate to omit explanations from your instructions. Then, discuss the possible consequence(s) of the omission.

After reviewing all the nine steps of composing instruction, I think the best way is to use more graphics with less instruction because pictures speak more than words. Moreover, the help people more especially those who don’t know how to read. They can follow pictorial instructions and assembly the whole thing.

It might be necessary to omit explanations when you are giving instruction to the skilled audience because it is a wasting of time to tell them what they already know. Also, it might not be a good idea to include explanation on emergency procedures. What is needed is just quick instructions which would be helpful.

The absence of explanation might be a disadvantage to those individuals who might forgot and some people who might be new to the subject.

"Resumes" Please respond to the following:

* Assess why no two resumes (typically) look alike. Then, discuss the pros and cons for organizations to deal with the disparity.
* From the e-Activity, discuss three things you like about your resume and three things to improve upon.
  + On-ground students: share your resume with another classmate to identify three strengths and three recommendations for improvement. Then, share what you each suggest.
  + Online students: attach your resume to the discussion board. Then, pick a classmate to identify three strengths and three recommendations for improvement.

Since a resume ‘s purpose is to provide a summary of your skills, abilities and accomplishments. It is a quick advertisement of yourself to the potential employers that makes it to be different from others. In addition, different individual has different styles and accomplishments.

Pros It helps the recruiters to get the person with a well formatted resume. A short written with good fonts makes the job for the recruiter easy to find the right person for the job.

Cons

It takes too much of the time of the requiting person to go through those resumes. That why the employer scan different resume quick looking for keywords to pick the person for the job.

Three things I like about my resumes are the objective statement which is attractive, the font style which is visible and the skills section which is well shrinked . On the other hand, my resume is too long which is almost two pages. The school section and the accomplishment is taking too much time and important section like experience are not bold to be visible.

"PowerPoint" Please respond to the following:

* Compare and contrast the best and worst visual presentations you have experienced as an audience member.  Then, create a list of three “must do” and three “don’t do” from your experiences.
* Discuss how much of a good presentation is the visual aspect and how much is the speaking or presenting aspect. Discuss which you feel is more important.

During my first semester, I wetness the best visual presentation by one of the class mate. The style was well done as much as the substance. Move over the story telling was good and interesting which made the presentations successful. On the other hand, the worst visual presentation was badly designed. The images were poorer loaded and the storyline was boring which made the audience started to look at the time and try to make him finish.

**To do list**

1. Three to do lists
2. Choose good Images
3. Better font style

Minimum text on each slide.

**Not to do list**

1. Bad images,
2. more colors and
3. disengagement in the presentation

A good presentation ‘s visual aspect is the using of a minimum amount of text on each slide. It makes it stand out to the audience and the use of strong, bold colors to attract attention to the main message.

 "The Recommendation Report" Please respond to the following:

* When writing a recommendation report, discuss when you know you have written enough.
* Discuss the writer’s ethical obligations in general when writing recommendation reports.

The Recommendation reports are persuasive reports that address a small or large problem. And the main purpose is to tries to convince readers by analyzing their audience and come up with supporting information which will convince them. And last try to convince them to act. Therefore, when you have enough information which answer the questions of the purpose of the recommendation, then you know you have enough which is needed.

The write must write a report what is true and fair which can be supported by a researching criterion. In addition, he or she needs to cite the report which will help her credibility. In addition, a well-supported recommendation report is needed which cannot be challenged.

"Writing Recommendation Reports" Please respond to the following:

* Discuss some situations when it would be appropriate for a writer to seek assistance writing a recommendation, and why it might be useful to have agreement on the criteria being used for the recommendation.
* Assess the various parts of the recommendation report and determine the most challenging part of the report to write. Provide your reason(s).

In a situation where the writer is trying to convince readers about an incident which he or she doesn’t have enough supporting information which will best convince them and if he or she want to convince them to act quickly. It is important to do that to write a better convincing recommendation. In addition, those supporting points need to be well researched to make them more convincing

The researching criteria is the most difficult part because for someone to come up with enough information, a lot of research which can come from many places can be a time-consuming process. Moreover, considering many places for convincing information can result in losing focus to the subject matter.

"Proposals" Please respond to the following:

* Assess what makes a proposal more challenging to write than other forms of technical writing covered in this course.

A proposal according to lecture of English 316, week 9 is a persuasive document that offers a solution to an organization’s problem or need. Its purpose is to convince a reader to accept the write ‘s plan. Therefore, it is a very difficult thing to do because they writer should come up with the potential problem which need an attention and which is going to be benefitable to the organization or a reader. It must be well researched and written because most readers would rather let the problem stay than spend money for the proposal. In addition, writing the proposal needs long document with a more detached and professional tone. And the length is usually longer for a formal one, and more sections are needed which make it a difficult task to do.

* Determine when you might present an informal proposal as an email. Provide an example to illustrate your point

I would present an informal proposal email to my Boss about some changes which would encourage workers to improve the productivity level by give them more vocational days after double the output of the products. Our company produce goods which are on high demand and it is very difficult to meet the customers demand. Therefore, give workers more vacation day would boast production because it can be done.

"Writing Proposals" Please respond to the following:

* Deadlines are often associated with writing proposals. Determine where or what specifically can be “skimped” on when writing a proposal in order to meet the deadline.

Looking at a proposal which is according to lecture of English 316, week 9 is a persuasive document that offers a solution to an organization’s problem or need. It can take some time to research for some supporting points to convince the audience by collecting facts to support the plan, maintain accuracy and credibility, study the reader’s point of view, and remain realistic regarding the solution. All these can lengthen the proposal in addition to the appendices section. To meet the dateline, some section of the report needs to be remove. The appendices section doesn’t make an impact to the proposal; therefore, it need to be skimped. A well written proposal can deliver the massage which is convincing. Moreover, most of CEOs don’t have time to go through the whole report.

* Imagine you are asked to write a proposal for a new software application that you and your supervisor see adding value to the entire organization of about 1,000 people in three separate locations. Prepare a heading outline for a formal proposal that will be submitted to your supervisor’s manager for consideration.

Potential need:

* Need for the new Software application. (Will talk about the organization which in three different places which lucks networking.)

Solution:

1. What are the other solutions available in the market now
2. What makes this solution better than the others?
3. How the addition which simplified the networking problem by linking all the employees together.

Profitability:

1. How the software cut down the cost of salaries of IT personal by half.
2. How much it will save the company in terms of transport cost.
3. The profitability of the software.

Anticipated Performance:

How the performance of it will be anticipated.

Do the rewards justify the risks:

How this is going to be measured.

Competition:

How the company is going be compared to others company and the long-time goals for the software

Budget:

How much the whole deployment is going to cost.

Summary:

Sum up everything about the new software addition, its long-time goals and benefits.

"Future Technical Readings" Please respond to the following:

* Review the strategies for technical reading and discuss which one will make the most impact for you in future classes and for work.
* Describe the technical documents you anticipate to read in your future career (or current career). Then, discuss at least two tips from this chapter that you can apply to those readings.

Looking at these technical reading strategies as follows (ENG 316 week 10)

* Pace yourself
* Activate background knowledge
* Annotate readings
* Repeat difficult notes aloud
* Understand the vocabulary
* Learn to read graphics
* Pay attention to numerical data

The most effective one which impact my future is Pace Yourself. This is good because it helps readers to read the material slowly which will enable them to understand without any problem. Moreover, it involves taking in small amounts of information in short segments at a time which help to understand difficult things or processes. Therefore, I will use this for my course from now and in the future.

As a computer programmer, I will be dealing with writing and reading technical or designed document which will be heavy on flow charts. I will be using the Pace yourself as I have already mentioned above and the process of learning to read graphs and draw graphic organizer maps which will help to relate between ideas presented in the text which will result in an understanding of the whole concept.

"Tech Writing Tips" Please respond to the following:

* Evaluate all the Tech Writing Tips to determine which you feel is the most valuable to technical writers in general.

After reviewing the following technique tips as follows

* The You attitude
* Tone
* Parallelism
* Economy
* Using numbers
* Clarity
* Active and passive voice
* Gender-unbiased language
* Effective transitions
* The one I like the most and most valuable to technical writers is the Parallelism. According to ENG 316-week 10 Lecture 2, It is the use of a consistent grammatical structure in writing. they are impressive and pleasing to hear. Moreover, it is an economical of using one element of a sentence to serve others. In addition, its capacity to enrich meaning by revealing subtle connections between words

* Explain which tip in particular seems the most obvious to a technical writer. Provide your reason(s).  Then, speculate why it was included.

The purpose of writing a document is to give the reader the abilities to read your work. Therefore, it is very important to write a document which is going to be read my many people without putting away after reading one sentence. As a result, the tone is the most important to many writers. It is the emotional overtone that words emit. Readers can be positively and negatively affected by the tone of our writing. (ENG 316). It gives a goodwill if a document is written in Positive tone

"Better Writing" Please respond to the following:

* Describe how this course has helped you be a better writer.
* Identify one thing from this course that you feel you are better at now than you were at the start of the course. Provide your reason(s) for that one item.

This course has helped me understand most of the staffs which I never understood such as writing a trip report which ﻿﻿﻿describes employee gains made from a trip. The audience usually consists of supervisors and coworkers. Only the most essential and productive effects from a trip need to be included (Eng 316 week 5). ﻿﻿﻿﻿ I went on different trips and wasn't told to write reports. We were told to just teach others what we learned from those trips.

One thing from this course that I feel better now than at the start of the course﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿ is writing memos because we are given memos most of the time at work and I never understood the format. But now I understand how they are written, how the rules are followed to write one and how briefly they should be. This make me to understand now everything about the memos and have learned to write good ones.

I can agree with you Larry on this "when it comes to writing is knowing your audience and being familiar with the topic that you are writing about." Knowing your audience helps the writer Use words and phrases they understand. You cannot start and write to the non-tech audience using tech language. You would be a boring writer because what you wrote won't make sense to them.

"Take-Away" Please respond to the following:

* Imagine it is 10 years from today. Identify two things you learned in this course that you couldn’t have imagined being successful without practicing or having.
* Share an accomplishment you are proud of from this course.

I think two of the most important things I learned in this class are writing a proposal and instructions. A proposal is a persuasive document that offers a solution to an organization’s problem or need. The intent of a proposal is to sell a product, program, plan, or concept. The length of proposals can vary. They can be brief or long depending of the writer’s objective and the necessary supporting information. (ENG 316 week 9). From the above information, it is very important to keep on revising because different proposal varies and it is important to practice which make perfect. Writing instruction can be a challenge as well because it is different from writing regular English. There are some rules which needs to be follows when writing instruction. Therefore, it is important to keep on revising and practicing as well because rules can change and some things can be easily forgotten.

I have accomplished a lot of things in this course. I can write different reports without any problem. Moreover, I can read different kinds of reports, understand them easily and can see a mistake made by the writer. In addition, I have learned how to writes good designed documents which is going to be more beneficial to my career. It was wonderful taking this course and I really like it.