

Memorandum

Date: May 5, 2020

To: English 314 Instructor

From Wei Lim

Subject: Self-evaluation on this course

After learning technical communication from this class, I understand a lot about how to write a good proposal, instructions, and also learned how to identify the audience of a certain paper to write according to it. In the technical description group assignment, I feel like I gained a lot of experience in communication, time management, and also learning how to work together to come up with a paper that has unity.

During this semester, I also faced a number of issues due to the fact that our classes are transition to online classes. This makes it harder to communicate with the lecturer and also understanding the studies. However, I made to get it through by giving more time to do the assignment and never procrastinate.

My goal for my future semesters will be to be able to communicate effectively with my future project members as I will be having more and more projects in the coming semesters. This is because I understood how to write a good proposal to impress the audience, I also understood how to write a feasibility report on suggesting the ideas that I have in mind.