Mylinh Phan

IT116: Soft Skills Development for Jobs

1. **When we write a formal document such as a cover letter, do you we use prescriptivism or descriptivism?  Why?**

* We would use prescriptivism because it’s typically used in education and formal communication. A standard practice is maintained to make communication easier between all readers. I understand that prescriptivism is more formal and descriptivism as more casual.

1. **Please give an example of an idiom.  Why is it not appropriate for a cover letter?**

* “To make a long story short.” Idioms are expressions in conversation but not professional for a cover letter or resume.

1. **What is a power verb?  Please give an example, used in a sentence that could appear on a resume or cover letter.**

* A power verb is a keyword from the job advertisement that you use in the cover letter or resume that helps show you match the job. An example could be the word “accomplishment.” The job description used the word “accomplish,” they hope for a certain goal to be accomplished.

1. **Have you ever been judged based on your use or misuse of grammar?  If comfortable sharing, please explain.**

* Yes. To this day I still struggle every now and then with my misuse of grammar. I think it’s because I grew up speaking two languages. Sometimes they cross paths as I’m speaking or writing and is grammatically wrong. I would say things backwards or even sound kind of fob.

1. **Do you use Grammarly or other online grammar/vocab checker?  How has it helped you?**

* No, I have yet to use Grammarly or other online grammar/vocab checker. I can see myself using it from here on out.