

Date: August 11, 2019
To: Natalie Meyer, Instructor
From: Stamatios Morellas, Student

Re: Self-Evaluation Memorandum

During the summer semester, I have noticed a significant change in my technical writing abilities. I came into this class with the hopes of developing my written and oral communication skills so that I could better articulate my thoughts into writing. Out of all the knowledge I acquired, there were a few things that I valued above the rest. These will have useful applications throughout the remainder of my academic career; also, they will be very beneficial in my professional career.

One of the most useful things I learned is the process of formatting different technical documents. I believe this is a very useful technique that applies very directly to the real-world scenarios that I will inevitably face in the future. I was able to select topics for certain assignments that relate directly to my academic discipline, which helped me stay motivated to complete projects to my full potential.

Secondly, I noticed a large growth in my oral presentation abilities. Although I consider myself as a dominantly extroverted individual, I have never enjoyed public speaking. The proposal presentation assignment taught me that as long as I prepare ahead of time, I can overcome my fear of speaking in front of groups of people. I found this to be extremely important as well since this will be demanded of me in my professional career.

One thing I wish to improve upon is working more productively in a group. Although I feel that we did very well in the group assignments, I will say that we could've been more assertive in establishing roles and responsibilities within our team. Collaborating in a team is a skill that I plan to master by the time I graduate since it is a seriously important element in the Software Engineering sphere.

Although there is always room for improvement, the skills I learned are critical for my academic and professional career, and I truly believe I have made a big improvement throughout the past few months.

Thank you for the great summer term, Professor Meyer.