**Progress Report**

To: Mrs. Chen

From: Howard Yin

Date: Nov. 16th, 2020

Subject: Study Progress of Technical Writing on China MOOCs

**Work Completed to Date:**

**In the first half of the semester, I studied intensively 8 times, each for about 3 hours, and insisted on completing the prescribed exercises every week, which reached the learning time required by the school. I focused on learning the relevant content of** **Definition of technical writing, Technical document design, Correspondence, Employment Communication, Instructions and Proposals, and combined the study of the central group with the activities of learning and practicing the scientific concept of development to highlight key learning and carrying Problem study, practical study and solving practical problems are the main focus.**

**Definition of technical writing**

**In this part, I earned an overview of technical writing and will focus on its definition, main features and purposes. I got the knowledge that technical writing is a form of written document providing technical information that helps readers to solve complex problems. Also, I learned the overall structure of the technical writing.**

**Technical document design**

**In this part, I learned how to design the placement of visuals information on a page and the connection between these elements, both on that one page and throughout the other pages of a multi-page document. I got the knowledge about how to achieve five major goals: to make a good impression on readers, to help readers understand the structure and hierarchy of the information, to help readers find the information they need, to help readers understand the information and to help readers remember the information.**

**Correspondence & Employment Communication**

**In these two units I learned how to presenting myself effectively in correspondence and how to write a excellent resume in business communications.**

**Instructions & Proposals**

**In these two units, I learned how to designing and writing instructions. A effective Instructions should start with audience recognition, and should be** **spelt out clearly and thoroughly.** **One must thoroughly understand the process, system, or device that are describing. And an important step of writing a good instruction is outlining. Not every instruction will contain the same components.**

**Work in Progress:**

**Currently, I’m working on learning Reports & Research skills. In these two units, I will earn the knowledge about how to do the research and write reports, especially share the progress in a formal or informal way as a memo or a letter or email.**

**Work to Be Completed:**

**In order to meet the upcoming final exam, I will spend three hours a week sorting out and reviewing the knowledge I have learned, and I will be fully prepared for the upcoming exam and strive to achieve good results in the exam.**

**Problems:**

**The current learning foundation is not solid, and it takes a lot of time to review and organize the knowledge that has been learned.**