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Tech. Communications

Professor Arnold

Group Writing Instructions Assignment: Reflection Memo

 This assignment demonstrated the importance of group work. I had to work with my fellow classmates on the task to create instructions on a header and footer. It was important for us as a group to discuss our strengths and weaknesses in order to create the best piece of work possible. This resulted in us receiving our own responsibilities for the assignment. This made the assignment flow very smoothly, allowing us to know exactly what to know what to present to the class.

 This was the first in-class assignment that focused on working in a group. Compared to the previous assignments, this one was the most important because it was not only my grade on the line, but rather all of ours. Although I have done group work in the past, I am always reminded that it is a skill that will be used in the real world. You are going to have to work with people, regardless of what your profession is. I learned that I had to be even more responsible for the sake of my group members’ grade and the final project. And since we divided the work, I found that we still collaborated by giving feedback to each other. Overall, this assignment further proved the importance of group work.

 This assignment also taught me the importance of clarity and simplicity. The purpose of instructions is to make them clear enough for the reader. We looked at the perspective of the reader; the reader wants instructions that lack complexity and are easy enough for them to understand after reading and following the instructions once. As a group, we made sure not to make the instructions lengthy in words. The reader is focusing on reading instructions simple enough for them to understand and fulfill their needs. The technique for writing instructions can be used for any type of writing. The goal of all writing is for it to give the reader and clear understanding of what they are reading. I think that this assignment has not only improved my writing, but I believe it has given me a better understanding of the importance of clarity and simplicity.