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Technical Communications

Professor Arnold

Final Reflection: Keep on Moving

 When it came to my e-portfolio, I wanted to choose a theme that meant something of value to me. I have always believed that it is important to be constantly moving forward. I chose to focus my e-portfolio on the quote “Keep on Moving”. This means simply to never give up, and strive to do better. This belief correlates with technical writing; a document can always be revised. I believe that even though a document might seem finished, there are always ways to enhance it. Rather than focus on rushing a piece of work on time, it is important to keep going and do the best possible work.

On my first day of Technical Communications class, I did not know what to expect. Because the class was centered on Microsoft Word, I thought that there were not a lot of things I could take away from this class. I have used Microsoft Word since I was in elementary school; I thought there was nothing I did not already know. However, the very first week of class, I realized that Microsoft Word was much more than a word processing application. I also realized that it was only one of the many aspects of Technical Communications. Correlating with my website’s theme, Microsoft Word documents require constant revision and a great deal of time.

 **Writing For Employment:**

 Prior to this class, I had minor experience in writing for employment. I had written job resumes and cover letters for potential employers. Although I had experience, I did not know how important it was to add certain sections to a resume. For example, it was important to add an interests section in the resume in order to not only to add a personal touch, but also to give the employer a better understanding of who I am. I also added the required and necessary references section to further display my work experience. Regarding the cover letter, I learned that it is very important to do research on the organization and mention it in the letter. This not only shows my interest in the job, but it also shows that I am knowledgeable of the company I am applying to.

 I benefited from the skill gap analysis section the most. It required me to research the job I was applying for and its required skills, then had me compare my own skills to determine if I was sufficient for the job. Aside from creating the skill gap analysis, I learned that it is always important to compare yourself to a job’s requirements to not only see if you meet its requirements, but also if it is something you want to pursue.

 I chose to polish my job resume based on feedback from my peers and professor. One of the revisions I made was adding an objective sentence in the beginning of my job resume. It is important for potential employers to know my career goal and skills I want to utilize in a job. Also, I reorganized my resume by moving the skills section closer to the front of the resume. This will emphasize my skills and demonstrate how they apply to the job I am seeking.

 **Revising Technical Documents:**

 The first part of this module assignment required me to revise my website. I took this opportunity to completely transform my original work into something more organized, visually appealing, and personal. I have created websites for previous classes, but have never really taken the time to focus on its appearance. I was inspired to make mine different than the rest, specifically to show readers a part of who I am. I chose an image of a mountain climber with the quote “Keep on Moving” to demonstrate my strong belief to never give up. I also made the colors a lot more vibrant, selecting a color scheme of orange and red to grab viewers’ attention. This assignment made me become more conscious of what type of design and energy I wanted to put out there.

 The second part of the module assignment had me revise a professional document. I chose to revise the film poster of *X-Men: First Class* because of my interest in movies. This assignment made me analyze and give reasoning behind my revisions. I focused on the layout and images of this document because in my opinion, they were the elements that were the most flawed. I believe this assignment gave me more knowledge on an effective professional document. I put myself in the perspective of the reader and think about what he or she would want to see after reviewing the document. This assignment also enhanced my critiquing and reasoning skills.

 **Writing Instructions:**

 In my opinion, I believe I learned the most from the writing instructions assignment. This was the only assignment that had me work in a group with some of my classmates. From the beginning, we each evaluated our skills and weaknesses, giving each other a role in the writing process. My role required me to write out the instructions for a header and footer for Microsoft Word. Although I thought I did a good job, my group gave me constructive criticism. Their feedback was responsible for making the final draft more organized and written more clearly. I have always gained something from working with a group. In this case, I learned that every draft can be revised and only improve.

 This assignment made me become a better writer. Writing instructions requires clarity as well as simplicity. I learned that it is better to use as little words as possible when it comes to instructions. A reader does not want to read a lengthy paragraph for directions. I underestimated how much I would take away from writing technical instructions.

 **Conclusion:**

 There were assignments where I wanted to do the bare minimum work, do enough work that would just meet their requirements. But over time I learned that I should focus on quality rather than quantity. I began to push myself harder the more assignments I was working on. It is important to be motivated and put all of your efforts into work. But even after completing the assignments, I realize that they can be improved even more, even if it’s done subtly. All writers should never stop writing; enhance their work even more after each revision.

 I definitely underestimated how much I would gain from this course. Technical Communications completely transformed my writing. One of the most important things I learned is that there is documents can always be revised. My writing dramatically improved after writing multiple drafts and taking a lot of time on each assignment. Although I have only been in this class for a few months, I am more confident than ever in my writing. This class has taught me various writing styles and formats that I will use throughout college and beyond.