

**Wayne State University**  
English Department

**To** Dr. Jared Grogan  
**From** Ali Zahoui  
**Date** 4/27/2015

**Subject** Evaluation of own performance in ENG 3050 at Wayne State Winter 2105 term

This memo was written to evaluate my own performance in ENG 3050 course this semester with Dr. Grogan. This course covered very useful materials and skills developing methods to use in the world of technical writing. ENG 3050 covered few learning objectives. The main purpose is to evaluate how effective the learning techniques I adopted in this course were. In this course we covered writing techniques for professional correspondence, resume and how to write instructions. Those objective were taught and learned as individual writer or writing in teams. Besides writing and designing documents, learning the appropriate styles and format of technical writing was one the important course objectives. Revising peers writing was emphasized in this course as well as researching and documenting. After learning the course objectives, as a student, I believe all those objectives help me become and better writer overall.

### **Individual performance**

An important part of this course and one of the main objective was Writing and Designing. One of the projects that over this objective was writing a professional resume and a cover letter. After completing the resume and cover letter project I received a satisfying grade. I believe that I completed a well written resume and a well written cover letter. Dr. Grogan instructed a very helpful how-to-write a resume step by step. After my first written draft. Dr. Grogan pointed out that I wasn't using the education section the way I should. He taught me how to pick related courses and include them in my education section. After I wrote my second draft, which I included related courses in my education section, Dr. Grogan evaluated it as a very well written resume draft. He mentioned that I was able to select the right audience. I also formatted the resume well that highlighted my key qualifications. On the other hand my peers reviewed my resume and also evaluated it as a well written resume and emphasized on how I implemented my work experience related to the job applying to. I can successfully use the technical writing methods I learned in the future. Another part of this project was creating professional site. Even though my resume and cover letter were well written, my site was not as impressive. I believe I overlooked the techniques to help me build such a site. Dr. Grogan mentioned that I did not select the right audience. Instead of picking the class as audience, I

made the site strictly for employers willing to hire. Completing this project really fulfilled the objective of this course in helping me write and research such documents.

The second project that I completed for this course was a WikiHow webpage that I designed to help owners of BMW vehicles. The article was “how to replace spark plugs”. This project listed technical instructions step by step. Completing this project helped me learn researching, writing instructions and use graphic designs. I had a very good use of “active voice”. I reached out to the right audience but however some technical mistakes were made in the formatting section. I could’ve formatted it the right way by checking and going over the instructions given in the book.

### **Collaborative Performance**

The final project on our class was a major project that took time and work, individually and in groups. Researching and documenting were the main objectives of this project. The purpose of this project was learning how to design, conduct primary research and secondary research depending on the subject picked. Even though my group consisted of two students we were able to meet all our goals for this project. I was able to properly communicate with my partner. We met regularly in class. We also met in the library few times to discuss any open issues we are facing. I believe I contributed as much as he did to cover the workload for this project. I was able to conduct some very accurate and helpful information by personally interviewing actual people involved in the subject we covered. Even though this project required a heavy amount of researching, I was able to find helpful information but learning how to analyze the sources I’m using. I could’ve had added more secondary research but contacting specific personals was very challenging as they returned my request late after the project was due. Working with a partner was very helpful as we both used different techniques to reach the same goal. As a group we helped other groups my revising their work. We went over their work and followed Dr. Grogan instructions on how to revise such a project. I was able to spot few mistake that needed to be corrected by the other group by simply asking the revision questions and look for the answers in their work. After completing the revision Dr. Grogan mentioned to me in class that I was doing a really good job revising and helping the other group, which basically meant that I really learned and adapted to the writing techniques taught in this course.

### **Conclusion**

After I completed ENG 3050 course this semester, I believe that I learned lots of techniques to help me in future projects. Learning new writing techniques, how to write instructions and conducting researches were great achievements. I truly believe that I learned many different types of technical writing that I will continue to use in the future as a student and in my profession. Writing a proper and well formatted resume was my biggest achievement as I go on in the future and complete more resumes once I graduate. It also taught me how to help others

write resumes because peer revising was such an important technique to learn. Besides the resume, I believe that conducting researched, primary or secondary was another big goal to achieve. As an intern in mechanical engineer, I learned that learning such techniques can help me improve a lot in my field. Even though I still notice mistakes done by me I would always fall back on those techniques and improve as I practice. Overall this class was very helpful as it got me closer and closer to being a better writer.