

Writing Skills Debriefing Journal¹: Mapping Lessons Learned from Your Writing Assignments, Class Discussions, Feedback, and Assigned Reading

Document and track what you are learning about writing from class discussions, writing assignments, feedback, and assigned reading using a journal or the table on p. 2. The journal entries will help you track your learning progress and identify insights about written communication with evidence from your own work. Doing so will help you build a case for your AI literacy skills, a critical asset to working productively and intelligently in the workplace.

The template on page 2 may be used to help you track your progress over the course of your academic career at the Bush School.

¹ Inspired by *Cult of Pedagogy* article and journal template from “Using Learning Stories for Student Reflection” by Marcus Luther. <https://www.cultofpedagogy.com/learning-stories/>
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[SAMPLE JOURNAL TEMPLATE]

Task or Product [1]	Skills or Practices Applied [2]	Uses of AI (opt) [3]	Lessons learned from practice, feedback, and reflection [4]

1. The task or product may include a writing assignment, class discussion post, feedback received, reading assignment, etc. The assignments described in your journal are not limited to those in the 689 or 602 courses. You may list assignments or tasks completed in other courses or high-impact experiences (e.g., internships, jobs, leadership roles, service, etc.). If the written product or post is available online, provide a link so that your instructor can see the document. Remember to change the document's settings to allow desired access.
2. What does this assignment demonstrate that you know, know how to do?
3. How did you use AI to assist you? For example, which AI tool did you use? What steps did you take? What prompts did you use? How did you evaluate the output? How did you attribute information generated from AI?
4. Lessons learned may include answers to the following questions:
 - o What skill or practice did this assignment prompt you to improve? How or where did you see improvement? Was the improvement noted in any of the feedback you received?
 - o How do you envision applying this skill or practice to future writing assignments?
 - o What are you learning about constructive uses of AI? What are you learning about the limits of AI?

SAMPLE JOURNAL RESPONSES FROM INTA 689: WORKPLACE WRITING

Task or Product [1]	Skills or Practices Applied [2]	Uses of AI (opt) [3]	Lessons learned from practice, feedback, and reflection [4]
Memo proposal	Write for the audience, context, and purpose. BLUF in memo writing. Inside-out writing process, 5Ps (people, purpose, problem, product, process)	Identify potential users and uses. Refine the BLUF or executive summary	Informative summaries differ from descriptive summaries. Audience and context determine which is most useful and the information the summary should include.
Peer review and self-assessment	Systematic evaluation, uses a rubric to guide review for consistency and coverage; uses carousel for feedback from multiple reviewers	Prompt AI for feedback regarding rubric categories. Evaluate feedback.	Peer review is more than proofreading. A rubric can help guide the feedback. AI can guide revision strategies based on peer review feedback.
Briefs 1 and 2 Annotated briefs	5Ps: Message development, organization, and design must align with audience, purpose, context BLUFs reinforced informative summaries. Brevity, design for readability and impact. Plain Language. Tone. Graphics. Analogies. Grammar and usage	Prompt AI to evaluate for use of BLUF, Plain Language, correct grammar-usage, and tone. Suggest graphics, analogies. Suggest strategies for explaining complex terms to different audiences	Skipping the analysis of any one of the 5Ps results in a product that misses its target in development, organization, design, and style. Briefing skills will apply to any job/role I take. My peers and bosses are busy and will need information in digestible formats.
Rubric	5Ps: User and rubric development must align: Checklist for instruction v. rubric for evaluation. Grouping information for access and hierarchy.	Perform a usability test, roleplaying the suggested user. Evaluate feedback.	Creating useful rubrics is hard! It requires fully knowing the 5Ps to organize, design, and develop it for best practices.
Portfolio	Revision strategies; executive summary	Suggest topics for an executive summary based on key writing principles entered.	Portfolios provide opportunities to demonstrate with evidence strong writing skills
<i>B.R.I.E.F.</i>	5Ps: alignment of rhetorical context and purpose with the product (content and delivery); brevity, plain language	Suggest discussion questions for a chapter on ... (provide a chapter summary)	Writing briefly is more difficult than writing with verbosity. It requires multiple strategies of reducing content to its core, organizing and designing a document for access and impact, and using a style fit for the audience and context.

