

To: Traci Gardner
From: A Student's Name
Date: May 5th, 2015
Subject: Project 6 Self Evaluation

Introduction

The purpose of this memorandum is to adequately summarize all my accomplishments made within Technical Writing, while also closely evaluating my quality and participation in regards to forum posts. The evaluation of my forum posts will be graded based off of consistency, effort, and information provided. I will begin by discussing the quantity of my posts, and will then lead into the quality and overall evolution of my writing within this class. Lastly I will provide justification and reasoning for my results and will briefly discuss what I deserve as a grade for forum participation.

Participation

Since the semester has started, I have been able to obtain or create a total of 46 posts that are meant to either generate discussion, provide honest feedback, or answer questions that have been asked by my classmates. Although the quantity of my posts may seem low, I have been consistent in providing weekly feedback to classmates when projects are due and have attempted to put a solid effort in participating in the discussion forums. I have answered or provided my opinion in almost every discussion thread posted by Prof. Gardner, but may have been lacking on contributing in a timely manner. As the semester has come to an end, I have attempted to put in more effort into being an active member of this class and to change my activity from the beginning. The following graph portrays my contribution to forums over the course of the semester.

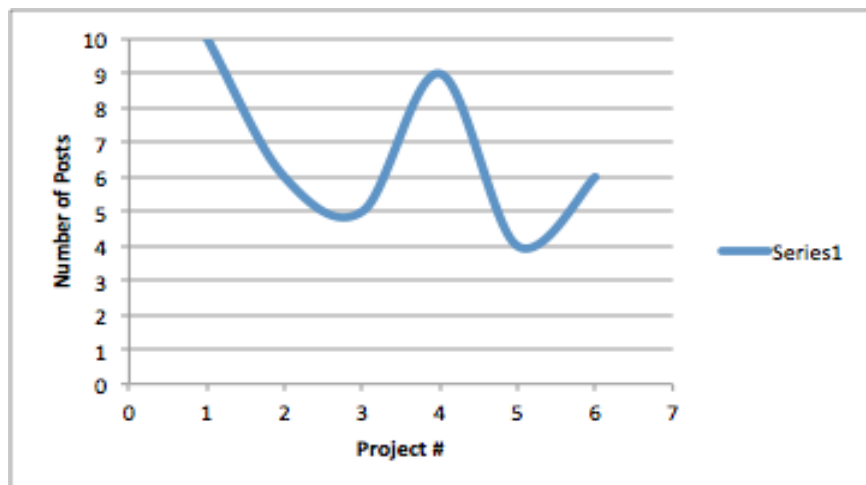


Figure 1. Forum Participation Per Project

My overall number of posts does not reach the goal I had set for myself in the beginning of the semester, which was 75 in order to get an A. But I do believe I made a solid effort to contribute as much as I could.

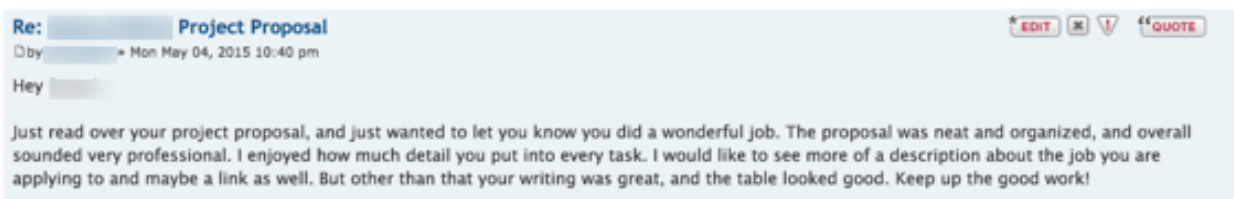
Timeliness of Completed Work

When it came to submit our rough drafts for peer review, I always strived my best to submit it to the forum before midnight the day of. I won't deny there were a few instances where I posted a couple hours late, or maybe even a day late when times became hectic. On a more positive note I did try my best to provide feedback to my classmates in a timely manner, so they would have enough time to revise and submit.

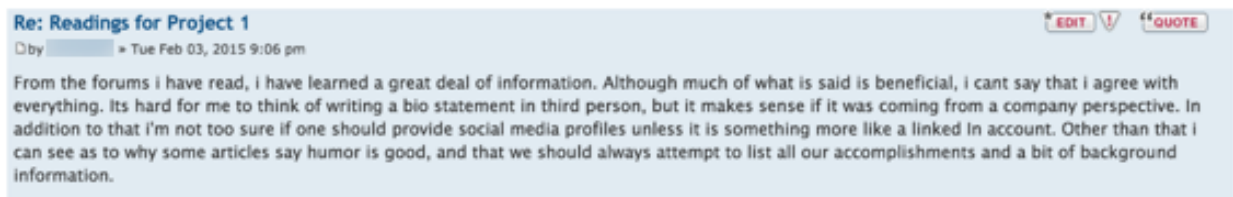
Quality of Work

Because I always aimed for an A on all projects, I had to be sure that all my work was up to a certain standard. Although the projects do not entirely correlate to my forum posts, they do reflect the amount of effort I put in and what type of mindset I had when it came to this class. My daily posts and feedback always included multiple positive aspects I found on someone's projects, and a couple of mistakes that could have been improved on. I was always generous and encouraging with my classmates, and constantly enjoyed hearing feedback from others as well. While being encouraging, I also attempted to sound professional by writing longer statements and going more in depth with stronger vocabulary.

Below is an example of a normal post responding to a classmate's rough draft:



In regards to my improvement over the course of this semester, I have provided two images of my posts from the beginning to more recently as shown below:



Re: CAM Technician Résumé

by [redacted] • Tue May 05, 2015 7:19 pm

EDIT | QUOTE

After thoroughly analyzing the resume provided on page 272 of our Markel textbook, I noticed multiple errors that could easily be solved and improve one's chances of obtaining a job. I first noticed that the objective is written in first person, which makes the resume sound more casual and less professional. In my opinion a resume should not include first person but rather have simple statements. Other than that I noticed that there was no expected graduation date listed under the education section, as well as no GPA or Major. These components in a resume are crucial and Kenneth failed to include them. Lastly the tasks or skills provided should be in a bulleted format, and should sound more technical and professional because he is applying for a technical job.

As one can see, my discussion posts have transformed to sound more professional and analytical. At first I resulted to using simple vocabulary and informal sentences, and as time passed and the more I saw others post, the more I learned how to analyze and write myself.

Conclusion

In conclusion, I believe I have shown a great amount of effort and consistency in regards to forum posts. Although I did not have 75 posts to obtain an A, my overall participation and contribution should provide me with at least a C in quantity of posts, and an A in quality. With every post I attempted to do better than my last and include sufficient information and vocabulary to sound professional yet encouraging.