Reflective Essay

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Your process of writing the report including determining your audience, analyzing the data, and organizing the information.

First of all, I chose topics for the reports which I am interested in because I know such topics exactly what readers are feeling. I went through the processes of how to use to analyze it. About references to go through the processes, for example, I referred to WordPress Codex for the Instructions assignment and Slack User Guide for the White Paper assignment. Because the topics I chose are on recent IT trends, tools, and apps, I collected information on them by not doing the library searches but Google searches.

Your process of developing your presentation including identifying and organizing your content.

Since English is my second language, it was not easy for me to describe my contents in writing, so that I tried to use a lot of graphics to describe them instead.

Your reasons for choosing the type of graphic(s) you used and why the graphic(s) are appropriate for the report and presentation.

As I mentioned above, I could hardly tell readers how to use tools or apps by only sentences. Readers also would be tired to read documents which are composed entirely of sentences; I put a lot of screenshots for operating.

Lessons you have learned from developing these documents.

Fist of all, defining the objective and the audience is very important. After you determined them, you next need to consider an eye-catching title readers are likely to be attracted. For the body part, you should choose what information you provide and what you don't. Especially, because it is very difficult to cover all the process of how to use a specific web service or an application, focusing on a specific topic by will or choice is also important.

Ways in which you can apply this experience in your professional, academic, or personal work.

Because I work in the IT field, I usually write software documents or user manuals. I would like to apply this experience to writing those documents.

Why this class worked for you. Or didn't.

Overall, I chose topics for writing which are related to technology, so that I enjoyed writing interestedly.