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Final Reflection Memorandum

During this course I was able to gain some important skills that will help me implement technical communications in future courses and my career. This course has taught me how to professionally communicate to a specific audience. I also learned how to put together proposals, write professional documents, and how to approach a certain task with the audience being the focus. Furthermore, I will be discussing some of the important skills that I learned in the course which will help me become an asset to a company or organization. **Written communication, content development, and reviewing and editing** are groundbreaking skills that I will take with me for future communication opportunities in a professional setting .

Written communication is about creating clear and professional writing that is easily comprehensible for the audience. This aspect played a significant role in numerous assignments throughout the course. Whether I was drafting a complaint letter, a proposal, or a blog entry, it was essential to ensure that my writing was well-structured, easily readable, and devoid of errors. Engaging in professional writing necessitates careful consideration of tone, vocabulary selection, and clarity of sentences. For Example, for project 2, I was tasked with communicating with Kellogg's regarding their Corn Pops cereal box design, I was required to articulate a significant cultural concern while ensuring that my tone remained professional.

Additionally, I honed my skills in clear communication through a persuasive project aimed at incorporating a new course into the catalog at The University of New Mexico. For this endeavor, I developed a Google Slide presentation alongside a video that articulated the advantages of the course and its importance for the university's curriculum. In this project, it was essential to convey information in a clear and persuasive manner so that the audience could appreciate the gravity of the issue.

Moreover, **Content Development** was a skill that gave me comprehension of genre conventions and was pivotal in this class. All the projects necessitated a distinct type of document, each with its own structural expectations. While crafting the complaint and response letters, I adhered to the appropriate format for professional business communication, which included incorporating headings, salutations, and concise explanations of the matters at hand.

Furthermore, I established a blog to systematically organize and showcase my projects, thereby enabling me to present information in a manner that was both engaging and readily accessible to readers. Another instance of my work included an instructional tutorial video designed to teach beginners how to blow-dry straight hair. In this video, I meticulously clarified each step and provided subtitles that elaborated on my methodology. This project illustrated how technical communication can effectively clarify complex procedures to ensure comprehensibility and responsibility.

Lastly, I gained valuable insights into the processes of **reviewing and editing** content for professional contexts. I recognized that impactful communication seldom arises in the initial draft; hence, the processes of revising and editing are indispensable for enhancing clarity and effectiveness. Throughout the semester, I received constructive peer feedback and utilized it to refine my work. For instance, in my complaint letter assignment, classmates proposed grammatical corrections and suggested ways to present the cultural issue with greater clarity. Following these revisions, my argument became more robust and coherent.

In conclusion, I acquired a multitude of valuable skills that I will carry forward into my future professional endeavors and academic pursuits at university. I am appreciative of this experience and feel assured in my ability to communicate effectively within a professional environment. The opportunity to compose reflections on the projects undertaken during the course provided me with valuable insights into my educational achievements. I successfully developed a technical video that was both clear and accessible for viewers. Moreover, I gained experience in crafting presentations and proposals, as well as drafting a complaint and response letter to a company. These competencies are timeless and will prove beneficial throughout my life.