

UNIT 10 SAMPLE DISCUSSION BOARD POSTS

INITIAL POST

Hi, everyone.

Yeah! We're almost at the finish line. I decided to go back and review the feedback I received on my Unit 9 Assignment and I've attached it here in case you want to look at it. I think it's strong in that I tried not to spend too much time on summarizing the article and instead focused on the recommendation for a workshop to help county students and teachers. The feedback from the instructor said that I had a clear audience and that I was trying to solve a problem, which is what the assignment is asking us to do. I wonder, now, whether I might have tried to cover too much and maybe I should have focused more on just how the workshops could help teachers. It's also longer than the assignment, which means I am still having some trouble with trimming down my sentences and writing concisely. That having been said, I looked back at the goals I set at the beginning of the course, and I have actually improved more than I realized. I am more aware of the need to focus on audience and purpose no matter when, what, or where I write.

In my future career, I know that I'm going to have to write memos and so this has been good practice, and the feedback has also taught me that I need to be very precise and focused on my main point, so I do not lose focus and distract the reader. I also want to make sure I write more concisely on the job in the future. I'm planning on using the writing process strategies to help me write more effective emails at work and I know I will be writing in every single class I take at Kaplan. I do need to still work on my revision strategies. I still have a hard time with taking out information that others might not find relevant but that makes sense to me at the time. My plan is to continue to concentrate on these issues, get more help from the Writing Center tutors and continue to read more. I have really liked writing about issues relevant to my future career field and reading the articles I used for my papers in the class helped me to know more about my field and show me how great writers in my field write. Maybe one day I will publish my own articles in a peer-reviewed journal! I've enjoyed meeting you all and wish you the best of luck. Thanks for helping me out with this paper!

Marsha

RESPONSE TO INITIAL POST

Hi, Marsha,

Congratulations on all your writing growth and improvement. I read your Unit 9 Assignment, and if I were the audience of your proposal that I would approve it right away and make you the teacher liaison or something. You say that you think your memo might be trying to deal with too many issues, but that's easily remedied, I think. Maybe consider proposing separate workshops, one for teachers and one for students? That way, you can even better organize the information from the article and your own ideas around the needs of each group. One thing I also try to do is to visualize my audience when I write. I imagine what they would say as I write, whether they would agree, what they would ask questions about, what they would not like. It doesn't always work, but just imagining them helps me to focus on them and their needs, which I have learned

Commented [JV1]: Notice that this student clearly reviewed the feedback on an assignment and analyzes that feedback to identify where she can continue to make improvement. Her plan for future improvement is specific and detailed.

in this course is necessary for effective writing. I think you're ready for career writing success and I know that if you apply everything you have learned and implement your plan for continued improvement, you will go far! Best of luck in all your courses. Hope to be your classmate again in another class!

Juanita