

To: Ms. Crystal Rodwell

From Mr. Reon samuel

Date: 5th May 2022

Subject: Reflection on writing INNOVATION OF YIJIATOYS SWIMMING PENGUIN

The purpose of writing this memo is to notify you that I have gained a better understanding of citing sources, Formal writing, and the importance of revising through writing my technical description essay.

While it is important to cite sources when conducting research and gathering information, the order in which I cite also plays a critical role in presenting my information. For example, when citing, I usually cite my sources in random order; this leaves my reference looking unorganized and potentially distracting to the reader. By simply organizing my citation in alphabetical order, I present my information structured. I also learned that a citation generator is not always accurate and can cite sources incorrectly. For example, due to using a citing generator, my citation was not in the correct format, but after a bit of guidance and research, I could cite my sources correctly in the required APA format. I am now stronger in my source use practice of citation and will be applying this gained knowledge to my future writing.

I have gathered that when conducting formal writing, it is imperative that I keep my personal opinions out of my writing and never address my readers directly. The paper would lose its tone of subtle persuasion by addressing the readers, thus inciting a feeling of being pressured on the receiving end. A sense I felt while conducting peer review; which give me a better understanding of the word choice I should incorporate in my essay. At the same time, I realized that it is crucial to eliminate words that would cause the readers to doubt the writer and the product being described. Thus I negotiate my own writing goals due to engaging in the social aspect of the writing process. I will continue developing and practicing this new wisdom I have gained in formal writing as I undertake future technical writing.

I have learned that revising what I am writing is vital, as revising provides the audience with a well-written document. After revising my work, I also learned that I should let an independent reader go over my document. By allowing someone else to assist me with my revision, I am less likely to have excessive grammatical and punctuation errors than I would typically have. Upon revising my second draft, I neglected to have a secondary source; thus, my paper has punctuation errors. I plan in the future to enhance my strategy for revising by utilizing a secondary source for my audience to have a better reading experience.

Interesting perspective!
Doesn't complete sentence

How does revising produce these results?

2:15/3

1. Direct address may be appropriate in some genres. It is not appropriate in a T.S.
2. You have not clearly identified how peer review supported your writing.
The content is good. The tone is too conversational for a memo.
In mathematical terms, a memo is an equation: All facts, no frills.
~~And~~ You have written an essay here: mathematical - not here. Shows your work