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Introduction

In English 21007, I was required to write multiple engineering related documents as we worked toward achieving the course learning outcomes. This course involved the completion of five different assignments which are- resume and cover letter, process description, lab report, structured writing. Writing all these papers gave me a more understanding of the format and content requirements of different types of documents that can be useful to create in my possible future career as an engineer. Despite numerous papers written and many presentations made throughout their college career, many of these people will not be able to communicate their engineering skill via written communication. There is the importance of writing skill in engineering education. Making use of recent literature with regard to the subject, and examples of less-than-adequate writing, the case will be made that some premium should be placed on writing skill as a means of better preparing students to function in today's working world.

Acknowledge of my own and others range of linguistic differences as resources help to develop rhetorical sensibility. It gives opportunities to get others opinions from their perspectives. In their opinion, they express their thoughts in written or spoken languages. For example, my assignment which was a resume shows that if the language is relevant to the position that I am applying for it should be definitely included and highlighted. Also in my

cover letter which expresses my interest in the particular position or particular organization. Cover letters should be individually tailored for each job prospect. My letter should convey to each prospective employer that has an understanding of the job, and that I have done some thinking about how I could fit into the organization and contribute to its goals. From others' linguistic differences, the cover letter may include similar or many different ideas. I should acknowledge their ideas and I can also use their opinion if it needed.

In my structural writing, linguistic differences occur less because this is a form of technical writing that uses and creates structured documents. Each document presents their own structures depending on how and where they have been using for. My own structured assignment represents the NAC Plaza Entrance which includes the entrance stairs and the details of the people who are surrounded by the area. The next assignment, process description is describing a process, a sequence of events. The process is the set of instructions in manuals that you provide to the reader in order for them to achieve an end result. The end result could be how to install, repair, or assemble something. The end result may not be a tangible, hand-held product, but maybe training or reference material. In describing a process, you provide instruction and information. This is the core purpose of most technical manuals. The lab report which is a detailed account of an experiment, its methods, results, and conclusions which answer a question. People use different types of styles in those steps to complete the report. They must include all of the above steps in order to fulfill the lab report's requirements. The final assignment which is a group project requires a proposal and a presentation. This project requires all group members work and opinions. Their linguistic differences are a great resource to gather information and to develop rhetorical sensibility.

The resume and cover letter almost go hand in hand in terms of purpose. Of all the assignments we have done in class, I personally believe these two were the most important. Regardless of what career choice I make in the future, it will most likely include an interview process. Writing the resume provided an opportunity for me to enhance my editing, drafting and self-assessment skills. The resume writing involved several drafts where I had to condense all my prior activities and experiences into a format that is quick and appealing to employers. The cover letter allowed me to directly address an individual in a format that was different from the resume but contained a lot of the same. Writing the cover letter enabled me to critically assess my own writing through a lense of whether or not this is something that I want a future employer to read. The continuous reading and revising over my resume and cover letter enabled to get a better grasp of how I want myself to be represented through my writing. It is important for a writer to work through each of the steps in order to ensure that he has produced a polished, complete piece. The writing process is not always linear. A writer may move back and forth between steps as needed. For example, while I am revising, I might have to return to the prewriting step to develop and expand my ideas. By reading, drafting, revising, editing and self-assessment I will be able to write a good structural paper, process description, lab report and the group project. By enhancing these strategies I will get a chance to fix my errors, add few points if needed or eliminate some. By revising paper with the group will give me the opportunity to get everyone's point of view.

A resume is a succinct outline of my education, experience, activities, accomplishments, and skills as they pertain to my employment goals. Employers may spend only 30 seconds scanning a resume to determine whether my background matches their requirements. So, I need to think of my resume as a marketing tool that demonstrates that my product meets the needs of

my potential customer or the employer. Also, as I begin to develop my career and life vision, cover letters give me an opportunity to introduce myself and direct my reader's attention to unique and specific areas of my background that align with the types of roles I would like to explore. Developing a simple framework for my writing before I start can save considerable time and will prevent the text from meandering. From a structural writing, as a writer, my goal is to present a clear understandable work. For structure writing, I often use titles to the main sections as headings or subheadings. In the lab report, in order to fulfill audience expectations, I have to write all the steps with details. A typical lab report step includes- a title, introduction, procedure, results, and conclusions. My goal is to presents all of the steps to my audiences by giving them visual examples, calculations data and so on. In the final group project, I have to work with a group for our writing goal and to meet audience expectations. We have to share information regarding the topic and have to share opinions. We have to read, revise and edit the project so that all of our opinions on the topic maintain the same genre, medium and rhetorical situations.

An important part of this course was the practice of sitting in a small closed group during the writing process to check each other's work. The integrating of social interaction in the drafting process was a crucial step in improving my writing. Since the initial drafting consisted of a discussion, I received a wide range of helpful feedback early on for my works. Due to fact that engineering projects often involve working with people of different backgrounds and fields as well as writing for people of various disciplines, it is important to be able to align your writing to fit the target audience. Taking advantage to the linguistic differences of my peers, I was able to use their comments on my work and input of ideas to improve my writing. It is important to remember that although my own writing makes sense to me, it has to be decipherable to others. Using the range of abilities of the people that provided feedback I was able to broaden my ability

to effectively deliver my intended message and communicate information in a way that will be accessible to a wide range of audiences. This skill will extend to any type of directed writing, from lab reports to technical descriptions.

In a practical sense, classroom collaboration can involve writing text together or separately, editing another's work, peer reviewing in a face-to-face/virtual environment, or all of the above. It may involve running drafts by colleagues or having an editor piece together multiple contributions. Class assignments and deadlines may dictate some of this – or an instructor may simply let it happen organically.

While individual writing emerges from several iterations of brainstorming, organizing, writing, and refining, group writing multiplies these efforts. The process varies according to the group composition, experience, and constraints. This is confirmed in the literature, as no author advances a “best practice” for collaborative writing. In fact, as will be discussed below, almost all of the advice for collaborative writing centers on how to manage group workflow and dynamics.

The genre is a term for grouping texts together representing how writers typically use language to respond to recurring situations. A genre is a category used to classify discourse usually by form, technique or content. A genre influences the format in which information is presented; in fact, the information is shaped by the genre. Genres have evolved over time because our ways of communication have also changed. They can be anything including oral, typographic and iconographic. All of the assignment, the resume, cover letter, process description, structural writing, lab report and final project are goes under the typographic genre. They all represent different documents for different purposes. For example, a resume and cover letter used in career life which help to represent someone in their desired employer. Process

description gives everyone an idea about a certain system and how its steps work. Structural writing is a technical writing which gives a visual description through writing. The lab report is a conduct of an experiment which presents an experiment's processes, materials, results, and conclusions.

Multimodal composition is works that use more than just words and letters to communicate a thought—they may include audio, video, photographs, drawings—basically, any visual element used to supplement the text in some purposeful way. When multimodal composition are viewed, analyzed, and created in the composition classroom, students and instructors are engaging in multimodal composition. Podcasts, blogs, collages, video or audio essays, comic strips, and storyboards all fall under the category of multimodal composition assignments.

Formulation and articulations are the two important parts in writing. Formulate means to present or express an idea in a concise or systematic way. And articulate is being able to express thoughts, arguments, and ideas in a clear and effective way. Stance can be defined as the attitude that the writer has towards the topic of his or her message. The stance that you take will greatly determine the tone of your message and the words that you choose. For example, how the authors in the following examples describe the same event that they attended. Their impressions of the event were very different, and it is reflected in the stance that they took. In our given assignments, formulate the resume, cover letter structural writing was the main thing to do. This is because they have own systemic way to present. For the process description, lab report and the final project, articulation plays an important role because it is important for the audience to able to understand the main idea from writing in a concise and effective way.

A library is a collection of sources, resources, and services, and the structure in which it is housed; it is organized for use and maintained by a public body, an institution, or a private individual. It can mean the collection itself, the building or room that houses such a collection, or both. Libraries are defined as an organized collection of published and unpublished books and audiovisual materials with the aid of services of staff who are able to provide and interpret such material as required, to meet the informative research, educational and recreational needs of its users. Libraries are regarded as agencies through which sources of information of accumulated knowledge and experiences are selected, acquired, organized, preserved and disseminated to those who need them. Libraries are essential tools in learning at any level. It is the intellectual center of the society containing records not only the intellectual but also of cultural, economic and social inclination. With the provision of a wide variety of information sources, users of libraries are exposed to different information with their respective values. They also give users the opportunity to learn and continue learning throughout their lives. For our assignment I had to use campuses' library to get some primary sources. The books from the library are the great source for primary sources.

Online database and desktop are two types of database that everyone uses. Online database is making a rapid influence nowadays because people use internet almost every day. Online database builder is one way of putting all the data that are important to a safe and secure place. This gives every user an easy feeling because all the documents can be accessed anytime and anywhere with just using the internet. People today look for convenience that is why engaging to online database builder is ideal. Online database builder brings advantages that every user will benefit. The database has been brought to the next level because of the online database builder. For my final group project, my group used mostly online database and created own

database builder. This took less time and the database was perfect with our topic that we were writing about.

The Internet is a very powerful worldwide instrument, which serves as a good source for research work and learning. It generates current information, fact-finding, and is the most outstanding invention in the area of communication in the history of human race. The Internet has been very useful to mankind in the aspect of learning and research development. The Internet eases of communication to the researchers; because it serves as a guidance and original source of information. It is very easy to access and at the same time saves time thereby allowing an individual to manager his/her resources better and effectively. Additionally, the Internet is very convenient because an individual can easily carry out a research work at home with much comfort and convenience. The internet is a valuable search tool and has been informative for academic research, as it helps significantly to improve research skills, and makes learning visual and easy to follow. Almost all of my assignment requires to use the Internet, and it was easy to find all the informations I needed in a short amount of time.

Even though proper delivery of the purpose of a work is important, a large part of writing is the actual content of the body. While focusing on how to write, I also tried to remember what to write. The lab report and process descriptions were two such assignments that allowed for research-based writing as well as writing within very specific formats. The lab report was largely based on a formulated hypothesis at the beginning of the essay. This hypothesis was a stance I took for my writing which instead of opinions was based solely off of previous research and literature data. By carrying out an experiment and an analysis of the results, I was able to develop and sustain a stance through my writing using support from my own work and external ones. Another important part of these assignments was an improvement of my abilities to locate

relevant sources and effectively use them to support my statements. I learned how to use keywords in to narrow down my searches so that I do not have to filter through a plethora of papers to find the ones most useful to me. I also learned how to navigate the City College online database and library system to streamline my search for necessary sources. After finding the sources I learned how to incorporate in my writing in a way that would support my stance. By using selectively placed quotes and strategic paraphrasing I was able to improve the reliability of my work. This was of particular use in the process description writing where it was important for my information to be detailed and reliable. I was forced to summarize and evaluate the massive amount of information available on digestion that is informative and reliable. Citing the sources properly was also an integral component of these papers because regardless of how I presented the information, I had to remember that the information does not belong to me and that I have to give credit where it is due.

An interesting aspect of the assignments was the addition of non written components. This is particularly true of the lab report and process description. In addition to writing, there was the use of tables, diagrams, and pictures to aid my paper. It was very intriguing to learn how a very useful part of writing papers is not actually writing but a different type of visual representation of your data. Using multimodal composition, I learned how to further enhance and strengthen my writing to make it more appealing and understandable to an audience. The structural writing was truly an unexpected and unique assignment. However, looking back I truly understand the benefit of it since it showed the parallels between writing and observation. By mimicking what I saw in the shape and placement of the sentences I got a grasp of the ability to fully communicate something through writing.

Conclusion

Overall, I learned a lot throughout this course. Where I expected to leave having learned a few grammar rules, I am have now improved my ability to write in various styles, formats, and in a way that can be grasped by a wide range of audiences. My personal writing goals were mostly met where I hoped to be able to fully express myself through my writing as well as be able to more thoroughly communicate knowledge. The presentations were also a necessary touch to the entire experience since it allowed me to verbally share what I had previously discovered through my writing.