From: Sarah Playton

To: Instructor, Writing in the Workplace

Subject: Week two assignment

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This week represented new practices on all fronts, there was no area of comfort for me to use as a base. My assignments this week had me submit and edit my memo introduction, update my online Canvas presence, and provide feedback to others on both these fronts.

I will break down this week’s experience for me in a SWOC format:

* **S**trengths
* **W**eaknesses
* **O**pportunities
* **C**hallenges

**Strengths**

I am surprised to list writing in “Plain Language” style as my leading strength for this last week. My first draft of my memo project did not reflect this as it was clearly too technical for the intended audience.

Once I was reminded to widen the piece, however, so that it could be read and understood by a wider audience, I went back to the drawing board. Upon revising, I decided to identify the “floor” of topic knowledge I was assuming and bring it down several notches. In three short sentences, I was able to open up the applicable audience from technical representatives to anyone at all.

**Weaknesses**

I’m not at all comfortable with my writing abilities and am self-conscious of them. They are skills that I have not nurtured, and this is my leading weakness. I have to focus to write in the plain language style, which means writing my content and then going back over it and reworking it, a time consuming process to this point.

Other areas of deficiency for me include the SWOC analysis format of this assignment, I’ve never written a document in SWOC format and am not clear on if I’m doing it correctly. I tried for find an example of the form, but only found many conflicting answers. The closest format is the SWOT (Strengths, Weaknesses, Opportunities, Threats) commonly used in the business management field.

**Opportunities**

Learning to think in “Plain Language” the first time I write a document is my best opportunity for growth this last week. I’ve found that I can put my thoughts down, then go back over and rework them into plain English format to appeal to a wider audience. My leading opportunity here is to be able to do these two steps in one process and write my first draft in plain English style and save all the time involved in an edit and rework.

**Challenges**

The leading challenge for me in this past week has come from understanding the multi-step instructions on the assignments. An example is the introduction of subject and then the multiple drafts of our memo posted to discussion for edit suggestions. I think this is a wonderful way to get everyone involved in both editing and being edited and, now that I understand what “normal” is for this assignment, I would not change a thing.

I was in a position this week where I had to go first for posting a draft for edits and this was a challenge for me. I was not sure if I was doing what was asked, but could not wait any longer for someone to go first due to my home schedule. Everything worked out well, but it was a personal challenge for me to jump right out there first.