

Midterm Memo Sample

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To: English 101 Class

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Subject: Writer's Reflection and Midterm Memo Sample

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Introduction

My English 101 class was something hard for me, and, at the same time, I enjoyed it. For example, the new information was difficult to understand to me because writing formats has its rules and principles. Firstly, I was scared because of the many requirements. However, during the study, I found that essay writing is not a hard task. When I understood the main principles for writing, I recognized that I found the new world to me. In this way, I want to share my experience in this case. Furthermore, for this Midterm Memo, I want to write about my future goals in this class. In fact, I understand the importance of skills in writing in contemporary society. For example, the class provides opportunities to develop the own internal world and hence, clear logic with the purpose of sharing the knowledge with others.

Position of The Writer

When I got the first assignment, I did not have ideas on how to write it. On the other hand, I had the background to do it, but, at the same time, I was scared. However, I decided to deal with it without fear. When I reread the assignment, I decided to follow the guidelines of the essay writing. In this way, I created the first idea for my essay and began to look for additional information. Then, I began to think logically concerning the guidelines and reviewed the gathered information. As a result, I have the necessary knowledge and idea for the purpose of writing. However, I faced problems, such as what to write in the paragraphs, what paragraphs, and how the audience might perceive the text. In order to do it, I used point bullets with the purpose of organizing the structure of the essay. After that, I began to fill the paragraphs with the text, following the idea and its bullets. When I finished writing, I found that I did my first assignment. Unfortunately, my happiness was a moment because when I reread the text, I understood that it was my first failure. It seemed that the paper was logically developed, but, as a writer, I made a lot of mistakes even if I followed the rules of writing. For example, I went far away from my outline, and my introduction was not connected logically with the conclusion. As for the body paragraphs, it was only the sentences with particular information. In simple words, I wrote the paper in the chaotic form event if it looked like the essay. During five minutes, I felt that I could not write anything, reviewing my first draft. However, I remembered that the first draft could not be considered as the final essay because of the revisions. Thus, I decided to

become a reader of my draft with the purpose of finding what was wrong with the paper and what I must to fix.

Position of The Reader

The position of a reader has a new challenge for me because of the information. In fact, I was familiar with the content of the paper, and I know everything about it. On the other hand, as a reader, I needed to forget all the information in the paper. In this way, I decided to rest for 10 minutes. After that, I began to read the paper again with the purpose of making its conclusions. When I finished reading, I found that I had a lot of grammar mistakes, wrong punctuation, and illogical order of the sentences, considering the rules of the guideline. In this way, as a reader, I did the actual conclusion for me what I must redo. Finally, when I got my second draft, I noticed that I improved the grammar, punctuation, and order of the sentences with the help of the position of a reader.

Position of The Thinker

Considering my experience of the writer and reader, I found that I began more clearly understand the principles of essay writing. However, there was a new challenge for me in the case of the responses to the group members. When we shared our essays, I took the position of the reader and began to analyze the drafts of others. When I read the first essay of the classmate, I found the new ways how to write the paper. For example, my classmate wrote about the different topic, and I was surprised by the voice, style, and its messages to the audience. Moreover, I needed to write about my own thoughts in this case, and I was puzzled by it. In turn, I did not want to write that the student made the wrong points, or the voice was not argumentative. In this case, I decided to use my experience of the writer and reader with the purpose of adequately evaluate the work. On the other hand, I faced the problem that my skills in writing were not perfect, and my advice could not be rational. Despite this, I decided to do my best because we only began to develop our skills in writing, considering mistakes. As a result, I found that critical thinking in the case of the writing of the essay and evaluation is a useful tool in the case of the improvement of my own skills. Furthermore, the advice from me to my classmates helped them to write more organized essays. As for the contribution of the class, I noticed that my skills were also improved.

Future Goals

As for this assignment and my future goals, I noticed that the writing of the midterm memo was an interesting task with the purpose of finding the new features in the English 101 class. I found that the headings helped to improve the structure of the work. For example, the reader can find the necessary information using a particular heading. Then, I used the specific example to this assignment that was the first draft and its challenges. I think that it is interesting because the first steps of the writer are the most unforgettable stage in the development of everyone. Moreover,

during the reading, people can find their own actions. In simple words, it is about mistakes and revisions. Further on, I also understood that any writer must follow guidelines not only because of the rules and principles but also tips. However, I think that my grammar is not perfect because it is hard to transmit the chaotic ideas in the appropriate sentences. On the other hand, I tried to follow the formal voice and style in this memo and understood that this format is different from the essay by the lack of the formed introduction and conclusion in the way of the transmitting of the own thoughts and voice. Thus, I want to improve my skills in the English 101 class to write the appropriate papers, consider all rules, voice, tone, grammar, punctuation, and spelling.