PERsonal writing targets - reflections

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Academic Writing Course

Instructor: Sophia Butt

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**Declaration**

By completing this cover sheet and declaration, I confirm that this assignment is my own work, is not copied from the work (published or unpublished) of any other person, and has not previously been submitted for assessment either at Aalto University, or another educational establishment. Any direct or indirect uses of material (e.g.: text, visuals, ideas…) from other sources have been fully acknowledged and cited according to the conventions of the Harvard Referencing System.



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| 1. Reflecting  On Day 1, I identified my three personal writing targets. The first target was effectively citing and referencing sources. Secondly, I set a goal of being more proficient at paraphrasing and summarising. The third objective was being capable of writing different genres of academic writing. By the end of the course, I achieved my first two targets. For example, I effectively used the guide to improve my in-text citations and references. In addition, I have increased my range of vocabulary and grammatical structures to better my paraphrasing and summarising skills. Lastly, I did not fully achieve my third goal, as I am not confident in my editorial writing skills.  Firstly, the provided material and feedback from the professor have helped me better understand the different styles and registers. I have seen improvements in my writing regarding the use of correct tone for a paper to make it appropriate for its intended purposes. Secondly, after the course, I have acquired the necessary citation and referencing skills. With the comments provided, I have identified my most common mistakes in referencing and how to avoid them in the future. Furthermore, I can now effectively incorporate signposting language and academic texts in my writing.  The genre of writing I feel most confident about is the academic report. As a result of the lectures and exercises, I am more comfortable writing in a formal, impersonal, and technical tone for my paper. During the course, I spent more time writing and refining my academic report. Moreover, working with my teammates has helped me learn a lot from them.  On the other hand, as I have mentioned, I am least confident in writing the editorial. It is difficult for me to identify the purpose and the audience of the editorial. Because the research topic I chose is not controversial, I struggled to engage the audience with my content. Furthermore, I often rely on external sources to write my editorial, as it is challenging for me to develop an appropriate tone of voice and editorial style.  My teammates and I work well together for several reasons. The first reason is that we were able to establish chemistry in our team before we started working. Getting acquainted with your teammates facilitates having an open and friendly environment. Additionally, our team is disciplined, and we have a good work ethic. We constantly kept each other updated on our progress through text messages and online meetings. Thirdly, the were no barriers in our communications since everyone could freely express their ideas and constructive criticism. | | | |
| 2. Reviewing  Reviewing the feedback for my assignments, I have identified my three repeated errors. Firstly, I often used contractions in a formal paper. Another error was related to tense choice. Thirdly, I occasionally used colloquial English instead of formal written English. After the course, I am now more attentive to my writing as I always review each paragraph for improvement and coherence after I wrote it. I also incorporate online tools to increase the accuracy of my text. Through my research, I have gained some insights into how to appropriately use academic style in writing. Finally, I assessed myself to be more effective at avoiding the use of colloquial language in formal writing by constantly checking my work. | | | |
| **3. Acting – Future Goals**  One of the techniques I could use to better future writing experiences is creating an outline before I start writing. To do this, I will place the thesis statement at the beginning and list the key points supporting the thesis. I will also include ideas and arguments in the draft. By identifying the main structure of the paper, I can organize my information logically and create a better flow in my writing.  Another technique I could implement is to vary sentence structure in my work. While repeated sentence style can make writing confusing and monotonous, alternating different sentence type helps your writing more coherent and captivating.  I would not alter my time management, team-working, and workload if I were in another highly intensive course. Because even though this course was very demanding and rigorous, I managed to stay focused and completed every assignment on time. My established daily writing and meeting schedule was effective, and I think it would continue to be. There will be possibly some minor adjustments, but the main layout of my work schedule will relatively be the same.  To begin with, I will ensure that my targets are specific, relevant, and realistic. Moreover, the goals will be set with a deadline. Then I will break the targets down into smaller ones making them more attainable. I will also create a plan of action to track my progress. Furthermore, if there is any setback, I will review my plan and see how it can be improved. To achieve optimal work efficiency, I will mitigate distractions, avoid procrastination, and complete one task at a time. Finally, at the end of the plan, I will reflect on what targets I have accomplished and what knowledge I have gained to do better in the future. | | | |