

Memo

To: All Business & Technical Communication Students
From: Dr. Alison Witte
Date: 8 January 2020
Re: Mid-Term Performance Reports

The purpose of this memo is to outline the requirements for the Mid-Term Course Performance Report.

Performance Report Requirements:

As we reach the mid-point of the semester, it is time to take measure of our performance. To that end, I am asking each student to write a **performance report** for me.

In your report, argue clearly and concisely for the mid-term grade you feel you have earned. In order to earn a high grade in the course, you should show me that you have *learned* important concepts and skills, *achieved* the course objectives, and *produced* high-quality work.

This report should be:

- 1-2 single-spaced pages in length
- designed for maximum readability

In addition, you might show your familiarity with the concepts we have covered this year by employing some of vocabulary listed below. Please note that this is only a very partial list of the vocabulary we have used. As you have several weeks to complete this report, I expect that you will make extensive use of your textbooks and notes to add to the list.

- clarity
- concision
- tone
- organization
- audience (primary, secondary, tertiary)
- purpose
- contrast
- repetition
- alignment
- proximity
- chunking
- queuing
- filtering
- font, font size
- typeface
- accessibility
- ethics

Section 1: Meeting the Course Objectives

1. Identify the **two** most important things you have learned about writing in a professional context so far this semester. For each:
 - Explain why this concept or skill is important for effective communication.
 - Use examples from your own work to show how you have applied what you learned.
2. Identify the best piece of writing you completed for this course so far and explain why you thought it was especially effective. (Hint: if you do nothing else, discuss **purpose** and **audience** here).
3. Identify at least three ways you met or are in the process of meeting the **nine** course outcomes. You should provide specific examples to show how you have done the work described by the outcomes.

Section 2: Group Responsibilities

Discuss your performance in terms of your attendance record and also your teamwork with other students. You might discuss the following:

- Were other students able to depend on your work performance?
- Were you there working when others needed you?
- Did you perform the tasks that you needed to?
- Did you go the extra mile to help your fellow workers?
- Did you effectively resolve conflicts within your group?

(Hint: here is where you should impress me with your behind-the-scenes heroics. Make me aware of what you did outside of class to make your projects successful.)

Section 3 Areas for Improvement

What areas are you most interested in working to improve for the future? What steps can you take to improve your performance for the second half of the course? What do you need to do to meet outcomes you have not yet met? (Hint: it is NOT impressive to say that you have no areas for improvement.)

Section 4: Overall Performance

After discussing all the items above, give an overall assessment of your performance so far this semester. What grade do you feel you have earned? This section can be short, but it should be entirely justified by the information in the report.