

## Sehajpreet Singh - TOW

Throughout this semester, I learned many techniques and methods to do well in this class and others. The best two things I found helpful were outline and scheduling/planning. From this class, I realized the importance of outlining. Throughout my academic journey thus far, I have never written an outline for my own convenience. To be quite honest, I never gave outlines a chance. Writing on top of doing the actual assignment seemed counterintuitive. When taking this course, I never elected to write an outline. I had to do it regardless of whether I wanted to or not. Fortunately, I realized the convenience of writing an outline. A major assignment of the Writing for Sciences course is the Technical Memo. It is a 2800 - 4500 word report that entails a summary, purpose, background, discussion, health concerns, and conclusions section regarding an environmental or medical device issue in a selected community. With many sections, it was important to map out what points I needed to address and how I should approach the report overall. My outline was APA formatted (please look at the Technical Memo section for outline). The main sections were all the way to the left of the page and all other subtitles and information relating to the subtitles were moved to the right of the page. An example of this is the summary section. I numbered the summary section with a roman numeral. The subtitle for this section was indented to the right: the issue and targeted audience. For each subtitle, I mentioned the main points I needed to address. For the issue subtitle, I bulleted “poor water quality in not only the Hamptons, but all-around Long Island; poor sanitation infrastructure; affecting recreational activities in nearby waterways and more importantly, one’s health; contains high levels of dangerous contaminants” (Sehajpreet Singh Outline). For the targeted audience, I bulleted “nearly 30,000 people in the Hamptons”. I followed a similar format for the remaining sections. When it came time to write the actual tech memo, I already had everything I needed. There was a structure that I had mapped out. It is perfectly fine to find additional information as you go, but having a base for any given assignment makes the writing process much smoother than just doing it as you write.

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For all classes, I advise you to make a schedule. Making a schedule, like an outline, helps you plan out ahead of time. Just like outlines, I never gave scheduling a chance. Prior to college, it was easy to remember many of the due dates. In college, you get overwhelmed at times with all the due dates. Making a schedule just alleviates any unnecessary stress. Especially during the finals period, it is effective to write down how you will study, what assignments are due ahead of time, etc. The way you write your schedule is entirely up to you. Some people write down everything they are doing each hour while others have a list of things that need to be completed the next day with no time limitations; I do the latter. I take a post-it and bullet what I need to get done the next week. For one of the days during finals week, I bulleted physics: procedure, intro, conclusion for lab, W.F.S: tech memo final, half of the website, population health: study two modules; chemistry: finish two sections of chapter 14. I think writing everyday and not putting a time limit is helpful. There are many things that can affect how your next day goes. As long as you write down what you need to get accomplished, you should be fine.