

## Strengths and weaknesses in my writing

Throughout this course I have been able to identify a number of key strengths and weaknesses in my writing process.

Before the physical writing begins the first step involves analysing the question or problem and determining what needs to be answered. This process definitely falls into my strengths category. Once I have broken my question/problem into many parts the research begins. This step is another area where I am particularly confident in. I am good at collecting large amounts of information that is related to the question/problem.

However my proficiency at researching turns into a weakness later on when it comes time to select the information to be included. At this point I struggle to decide what should/should not be incorporated into the piece of writing. One way in which I could improve this is by utilising the dot point system more effectively.

Currently when I write, I attempt to make a rough dot point outline of the topics I plan to talk about. However instead of expanding on those dot points with the information I have researched, I try to write full sentences. This becomes a long and tedious process because I cannot start the next sentence till I am happy with the first. Furthermore using the dot point method would allow me to start writing at any point rather than start to finish.

When it comes to selecting the audience, I can generally do this quite easily. Finding alternative ways to communicate complex topics to non-specialised audiences is a strength of mine. However this often comes at the cost of brevity.

Throughout this course I have become more aware of small rules such as rule of 3's, one point per paragraph and WRITE method. I have found that these things have a great impact on the effectiveness of my communication. Inclusion of such rules has really strengthened my writing.

I acknowledge that I am not a fantastic writer. It takes me a long time to produce a piece of work that could be easily improved with more drafts. I need to begin to manage the planning stage much better. If I can do this my writing will improve exponentially.