Assignment #1: A1 Representing Yourself

Due Dates:
Draft A1.1 due 1/28
Draft A1.2 due 2/1

In this assignment, you will work on two types of personal representations:
--personal description/profile
--resume

You will adapt and use these personal representations of yourself again in Assignment A2 when we contact a Technical Communicator regarding their classroom visit.

Personal Description

You will be called on to represent yourself in many different settings and in different ways. This exercise certainly does not cover them all. We will use some concepts from the principles behind Technical Definitions and Levels of Technicality to guide the production of various versions of your description.

Technical Definitions (read pp. 432, 434-49)	Personal Description
--parenthetical definition --sentence level definition --expanded definition	--sentence level description (1 sentence) --short paragraph (3-5 sentences) --extended description

Levels of Technicality (read pp. 20-23)	Classical Levels of Style
--Highly technical document --Semitechnical document --Nontechnical document	--High (formal, presentational) --Middle (less formal, public) --Low (informal, familiar)

You will be asked to write these versions of your personal description

1. A **one sentence personal description** in middle to high style (straightforward and clear).
   --Consider the audience for this description to be the technical communicator you will contact.

2. A **short paragraph personal description** of 3-5 sentences
   --Consider the audience for this description to be the technical communicator you will contact.

3. An **extended personal description** of 200-400 words in two versions
   --**Version #1**: Written in more of a low, familiar type style suitable for friends, family, and peers your age (you will post this into your profile inside The Writing

Place)
--**Version #2**: Written in more of a middle to high style suitable to go to an outside professional audience

Please label each version of your personal description using the words in bold as a subheading before each description.

Resume

The most common way to represent yourself for employment is through a document called a resume. Resumes perform the important function of communicating skills and experience in a condensed format that is quickly digested. We will be creating a resume to send to the technical communicator who will be visiting our class, so this won't be a job hunt type of resume. Its goal will be to represent you as a student in this class. We will be having a focused resume workshop on 9/4.

Do not use any templates (such as you might find in Microsoft Word) to create your resume. Build this one from scratch.

Resources:
-- read Chapter 18, especially pages 402 through 414
-- go to the textbook resource page for memos
http://wps.ablongman.com/long_lannon_tc_12/170/43610/11164242.cw/index.html
Look in particular at the Web destinations and the Models.
-- explore on the web to find other examples of resumes (do a Google Images search for resumes).

The resume is a good example of a "genre": it has certain features that are common, but there is also not one set way to do a resume. You will want to discover the important generic content and the way in which you would like to represent.

Notes:
-- most resumes identify an objective (or employment objective). Since we really aren't applying for a job, I urge you to **put for that section your "educational goal."**
-- Most resumes also will include a professional reference. Please include me as your reference (and others if you wish).
--be sure to fit it all in one page!

Dr. Lennie Irvin Associate Professor, Department of English, San Antonio College 1300 San Pedro Ave. San Antonio, TX 78212 (210) 486-0672 lirvin@alamo.edu	**DUE DATES:** Draft A1.1: 1/28 Final Draft A1.2: 2/1 Five different pieces due 1. One sentence personal description 2. Short paragraph personal description 3. Extended description Version #1 4. Extended description Version #2 5. Resume