

This Is How I Work

Overview

This assignment challenges you to answer a simple question: How do you get things done? More specifically, this assignment asks you to respond to a set of questions about your work process and productivity. For this assignment, we will define the term work broadly, to include coursework, business work, writing processes, etc. Your This Is How I Work (TIHIW) should be detailed and well written. This assignment asks you to think about your personal work habits in professional environments. Your assignment should integrated images with text.

Audience

It's important to understand the audience for which you are writing because it should influence how you structure your writing. The audience for this assignment will be your fellow class participants, the general public, and myself. As you write, consider the different experiences and cultural understandings your audience might have and how they might correlate to your own experiences and cultural understandings. Consider your audience as you describe or detail parts of your work.

Exemplars

As you move forward with your assignment, you may wish to see some good or successful attempts. This assignment is influenced by the *Lifehacker* series, "This Is How I Work," where professionals of various fields talk about how they are productive:

<http://lifehacker.com/tag/how-i-work>.

Assignment Requirements

The general requirements of this narrative (beyond, of course, that it is about literacy) include the following:

- Length: 650 (no less) to 850 words. (Work for ~800 words. If you go over, that's okay, but make sure to practice revision and concision.)
- Format: 12-point font size, one-inch margins, single-space sentencing, and an appropriate font (e.g. Calibri, Arial, Cambria, etc). **Do not** use Times New Roman or Comic Sans. Follow MLA formatting for heading and in-document information.
- Structure: Adopt the question structure you find in the exemplars. Follow it.
- Images: You should have at least two images (one of your workspace and one of your choice). These images need to be integrated into the text of your document.
- File Naming: You should name your file clearly: for example, "kaysthisishowwork.doc" This will help you and me keep your work organized.

Evaluation Criteria

- Does your work use coherent language and flow smoothly?
- Does your work reflect careful thought and planning?
- Does your work include details? Do those details support the work you're attempting to relate?
- Does your work connect to your development as a working person?
- Does the tone of your work and style employed fit your audience?
- Does your work adhere to standard written English?

This assignment is both a personal and professional act because it involves things that you have learned and enact in both your personal and professional lives. Work hard, have fun, and think about how your literacy has evolved over time and where it might be going.

Onward!