## Pre-Assignment

Think about written output you are required to do at work. List at most three in column 1.

Next, look at each document type one by one. Think of one thing you found easy and one thing you found difficult in the process of writing these documents. Log your answers in columns 2 and 3.

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| Examples of written output I’m required to do at work | What I find easy about writing this document | What I find difficult about writing this document |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

When you’re done, review your responses. What do you think your responses say about your current skill level in business writing?

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