

Business writing class discussion

[Linguistics](#), [English](#)



Response to Francis Francis has focused on some very important aspects: Planning and preparing an outline. Planning is a critical aspect in completing any assignment or project. The adage failure to plan is a plan to fail has been regarded as cliché over the years but nevertheless it carries a lot of truth. What is planning? This is a scheme, program, or method worked out beforehand for the accomplishment of an objective. Planning gives one a vision of how the paper should be and you are able to see the end product even before beginning the process. Preparing an outline or a rough sketch is important as one is able to note what has been left out or what needs to be deducted. Francis then adds that including sub-topics when preparing the first draft is important as doing this later on can prove to be quite demanding and time consuming. Therefore including them at the first instance will aid efficiency.

Response to Joel

Joel basically reiterates what Francis said but he puts his thoughts differently as he mainly focuses on the creation of the problem statement and filing and storing enough data before embarking on the project. What is a problem statement? It is a concise description of the issues that need to be addressed by a problem solving team. The problem statement helps in providing the focal point for the document. In the legal profession such statements are referred to as the locus classicus. They help to give the document direction and tie in the whole document together. Collecting enough data before starting an assignment is also very important as this is where one can retrieve materials. Most students use the internet but never save such documents in the belief that they can just use their search engines to look

for these documents. This on the other hand consumes a lot of time which can be spent doing other activities. Storing this information is also useful for future references.

Response to Timmy

The essence of planning cannot be emphasized enough and just to illustrate its importance, all the three class members have referred to it, including Timmy. According to Timmy, time management is key to achieving success. He says if he could do it all over again he would choose his topic much sooner and plan his time better. Procrastination is the best time thief and it is very common among students. It gives one a false belief that there is always ample time but before you know it, it is a day before the deadline and you are forced to burn the mid-night oil. Proper planning and organizing is of paramount importance if one is to achieve success both in assignments, projects and life in general.