**Analyzing and Assessing “Reflection”**

For each intern’s blog post, (1) determine what aspects, if any, mark the entry as an example of “reflective writing”; (2) identify places where the writer could provide specific examples or more details to fully describe her writing process, project, or activities; and (3) provide suggestions as to how the writer could explain the significance of the various writing activities he or she is describing.

**WRITER #1**

I was thinking this morning back to when I last met with Dr. Wible and talked to him about the conditions one must write in when closed in by a "brand". Our college aims in all its internal and external communications to maintain a common theme, saying, feeling, and brand by which to unite and strengthen the college. And I started to realize how confiding a brand or logo or any such thing can be for a writer. Suddenly, instead of being able to think creatively outside the box, it is imperative in your job to think inside the box and to still do so creatively. That may be the general focus of my final reflective essay: the confines of a brand and how to think creatively inside a box. So many complications arise and I believe my work shows the attempt to remain creative, carry the brand, and play by the rules.

**WRITER #2**

Progress:

1) Met with internship sponsor and discussed who would be overseeing my work.

2) Planned out first task of upgrading existing Sociology & Anthropology web-pages, which might possibly include addition of course descriptions, addition explanations or major and minor expectations along with urging students to take additional intro course aimed at introducing students to the department and what it has to offer.

3) This afternoon it's in plan to start teaching me to use the Dream Weaver program so that i can begin to edit and add information to the departments web-page

**Writer #3**

[There's a perfectly good explanation for my lack of bloggage](http://bswisherwvu.blogspot.com/2008/03/theres-perfectly-good-explanation-for.html) ...I wasn't doing anything interesting enough to write about! Okay, so maybe that's not entirely true.... but lately, it has been.

We finished with the new catalog for the WVU Press a couple weeks ago, or I did, at least. And since then, I have had the boring job of going through boxes and drawers full of files from the Press's history. These files and boxes have been staring at me since they were piled in my office more than a month ago. I've just been avoiding them for the most part. But, after I completed my contributions to the catalog, there was nothing left to do but archive these God-forsaken files. From 1982 memos to understandably rejected manuscripts.... and I'm still not done.

I've been praying that someone would throw a press release or SOMETHING creative my way... and today they did! I am actually in the middle of writing a release that will hopefully be out before break (tomorrow)... which brings me to my point: I am so excited to FINALLY be given another press release assignment that I am TAKING IT HOME tonight so I can have it emailed in by or before tomorrow. Now, that's dedication. I didn't think twice about committing to having it done, even though I have class at 2:30 and it was given to me at about 12:30... and on a normal day, after all the proofreading, it takes 4 or more hours to get to the finished product. I feel that proving to them that I am dedicated to getting this release out in a timely fashion, even though I am not technically required to work from home after hours, will encourage them to give me similar projects in the future.

**Writer #4**

I have been beyond busy at work these past few weeks. Apparently once it gets out that you're competent, it's all over. Since the work has become steady I've found it’s necessary to have a process. I need to have a way to approach a document in order to hit all the key points before throwing it over to the next person in line who edits it.

As a tech writer I have two main responsibilities: to format and to edit. When an outsider or even the author or the document thinks about it, he or she immediately concludes the most important part of my jobs is editing the atrocious writing. Yes, that is important. But I have found what is more important is to put the document in a presentable, professional format. Some of these documents come to me grossly mis-formatted and some not at all. As a government contractor we need to present professional, unified looking documents. *I* think that is a top priority. We should not be turning out sloppy products. I don't think anyone really wants to do that. So I've decided that formatting, applying the template and making sure all the necessary pieces and parts are included in a given document are there is my number one priority.

I think the misconception about being an editor is that you get to rewrite things-you don't. As a tech editor you **cannot** change content. In fact, most of the time I struggle to fix grammar and at times punctuation because I am unsure of the technical terms. My thought on the "editing" portion is that you can and have to control what you can control. There are times you have to cut your losses and take what you can get, excuse the expressions and cultural references. I think many people expect a certain level of correctness (or lack there of) from scientists, engineers and the like and those authors are cut a break. There is only so much you can do in an 80-page document. If you change one chunk of text to sound perfect, it isn't consistent with the other 1000 pieces that follow. I've found picking and choosing what makes a coherent, presentable, visually appealing, comprehensive document is the way to go. And if I can find a way to produce such a document effectively then I know I'll be a tech writer and editor!