



### **WEEKLY WRITING JOURNAL: Week of September 21, 2018**

During the week of September 21st, 2018 I started my third week of my Professional and Technical Writing Internship. On Monday I was made aware of mistakes I had made while sending out an email for The NIH Bridges Scholars orientation. After sending out the invitational email a few times I was informed by a student that they could not attend orientation because of conflicts within their class schedule. I realized that I had mistakenly sent out the email using stating the meeting would start at one time, and the meeting was set to begin an hour later. Immediately I began to panic because I had already received confirmation from multiple students saying that not only would they be able to attend the meeting, but that the time frame worked perfectly with their schedule. I thought to myself, "Cherishe you really messed up this time".

Then I realized I could fix the problem that I created by sending out another email with the update time. Simple, right? Unfortunately, I received emails from students who said the meeting time would not work for their schedule. Knowing that this mix up was my fault I went into problem-solving mode and asked the students if they would be able to at least attend the last 15 minutes of the meeting rather than not attend the orientation at all. The students were will to oblige my request and I was ecstatic that I was able to figure out the mess I made. What I learned from this mistake was that: 1. I should recheck my emails not only for grammatical errors but also for inconsistencies in the way the task is given to me by the supervisor. 2. I should send emails from my computer rather than my phone because my screen is small and it's easier for me to slip up. Luckily I was able to fix my mistake and learn from it before it was too late.