NEW YORK CITY
COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK

DEPARTMENT OF ENGLISH

WEEKLY WRITING JOURNAL: Week of March 25,2019

The week of March 25,2019 was my second week of the internship. Each day went by and I thought to myself what will be my challenges today. For this week, I began my second task, which was to create a newsletter for both the parents of the child and staff to enjoy. Before writing the newsletter I had to think about what I wanted the readers to know. I decided that I wanted the readers to know the highlights of the month and interesting quotes or facts each student shared with me. However, because I started my internship late in the year there wasn't a lot I knew off hand. So my next step was to contact the representative that writes the school newsletter and ask her, her ideas and how she accomplished to write the newsletter for years. Our conversation went well, she explained to me that it will not be easy but first start with academics, then enjoyment. That is exactly what I did, I began the newsletter with discussing academics and what the students learned and will be learning for the month for each subject. I began to have difficulties with writing the newsletter, at one point I didn't know what to write. Instead of just writing to waste time, I paused from writing however I couldn't pause for that long due to the deadline.

It took me two days to complete my rough draft of the newsletter. My rough draft of the newsletter was very vague due to my lack of knowledge. Next week, Laura (the head teacher) will review the newsletter and edit it for me to make sure its okay.

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