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May 22, 2020

Participants in Course ENGL 301 – Technical Writing

University of British Columbia

2329 West Mall

Vancouver, BC V6T 1Z4

Dear ENGL 301 classmates:

It is my pleasure to take part in the course ENGL 301 – Technical Writing and to have the opportunity to collaborate with both the outstanding instructor and students from UBC in this summer. In terms of trigger to start the teamwork, please allow me to introduce myself briefly by posting this letter of application which is aiming to join a writing team and make progress together in this course.

I am currently a third-year student majoring in Earth and Environmental Science in UBC Okanagan campus. Our faculty gives lectures with practical courses in laboratories and fieldworks to cultivate our abilities on project researching, topic discussing and hands-on skills performing. As a scholar and an enthusiast of science and the nature, I have been benefited from these models of teaching and gained a dramatical advance on my skills of academic study. One thing that I have learned during the time of study in UBC is the importance of asking the right question. An answer can give us a goal and explanation. However, a question gives us the direction which is prior to that. Such an idea makes me good at focusing on the “big picture” of the topic while in researching and discussing within the academic projects, and looking for the strategy to overcome the challenge rather than just keeping my eyes on giving an outcome. On the other hand, I also noticed that I need to improve my face-to-face communicating skills as my real-time expressions are sometimes not enough comprehensive.

In my opinion, the key element of the teamwork is writing the words in a word of “trust”. By supporting one another as well as aiming to reach the common goal, we can demonstrate a greater power than we expected. To be as a team member, I always bear in mind that the significance of reliance and communication.

More about my background information can be visited on my biography page in this blog. I am looking forward to joining you as a team and exchanging our knowledge, ideas, and experience from each other in the future. Thank you for taking your time on this letter. Please feel free to contact me if you are interested in forming a team with me, via Canvas or my email jiajie.xu@hotmail.com.

Sincerely,

Jiajie Xu

Technical Writing Student / Summer 2020