

English 2311  
Fall 2009

## Sample Journal Entry Worksheet

**Entry Number and Date of Entry**

**Identification—**

- Focus for entry?
- Textbook chapter(s)?
- Project work or activity?
- Stage of writing process?
- Your response?

**Description and Analysis**

- **Related Assignment—**  
Rhetorical Analysis paper, Career Portfolio, Design Portfolio, Team Plan, Progress Report, Research Report, Oral Presentation
- **Related Textbook Reading—**  
Part 1: Elements of Technical Communication, Part 2: Workplace, Part 3: Electronic, Part 4: Genres
- **Stage of Writing Process—**  
Planning, Researching, Drafting, Revising
- **Type of Document—**  
Letter, memo, e-mail, résumé, design analysis, report
- **Element of Technical Communication—**  
Writing Style, Interpersonal Communication, Reader Analysis, Collaboration, Graphics and Design, Ethics, Globalization

**Response**