

# LETTER OF INTRODUCTION

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Dear Instructor,

I am writing this letter to express my profound interest in learning technical writing. I have realized that I have great urge in researching, developing and producing policies as well as procedure manuals and end-user manuals among other publications that require technical writing skills (Matsuda & Matsuda, 2011). I believe that learning technical writing would assist me to understand the most vital aspects of writing in various sectors including science, business and technology.

Moreover, being a non-native English speaker would pose a challenge to me that I would have to overcome during the lessons. I believe that technical writing would come with various opportunities in future such as in my professional work. The course would also assist me to complete my final report at the end of the semester that should look professional. Technical writing would introduce me to various writing skills that I would need in any practically or technically-oriented job (Matsuda & Matsuda, 2011). I have had a desire to improve my writing skills since I have admired works of various professionals across the business world. That has motivated me into this field since I believe that I have the potential to write better than I have been doing before.

In conclusion, I am interested in learning technical writing at BMCC because it would assist me to improve my writing skills. I would be at a position to express my thoughts through professional writing in form of reports and other technical documents. Learning technical writing would introduce me to common categories of reports, simple techniques that would assist me to put graphics into reports, special format items including headings and lists

and several techniques that would assist in producing professional final copies. It would also assist me to build on various courses that I have learnt in the previous periods.

# References

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Matsuda, A., & Matsuda, P. K. (2011). Globalizing Writing Studies: The Case of US Technical Communication Textbooks. *Written Communication*, 28(2), 172-192.