

LABOR LOG

ASSIGNMENT	DUE DATE	DETAILS OF EFFORT
Formal Letter of Introduction	1/30/23	Completed
Product Review Essay Outline	2/1/23	Followed the outline formation I learned in my college extension class in my senior year of high school
Product Review Essay Best Draft	2/6/23	Wrote the best possible draft for peer review/grading
Product Review Essay Final Essay	2/15/23	Edited and revised using the feedback given
Product Review Essay Reflection Memo	2/21/23	Wrote a reflection memo
Lab Report Analysis Research	2/13/23	Researched easy topics that I was interested in and what had the most information on the City College database
Lab Report Analysis Annotations	2/21/23	Made annotations on all 3 reports after approval
Lab Report Analysis Outline	2/22/23	Used an outline to organize my thoughts
Lab Report Analysis Best Draft	2/27/23	Wrote a best draft using the outline
Lab Report Analysis Final Paper	3/8/23	Completed; used peer review and feedback to revise and edit the best draft to final paper
Lab Report Analysis Reflectio Memo	3/13/23	Wrote a reflection memo, based on the final submitted version
Technical Description Topic	3/7/23	Research an item; went with the Apple AirPods 2nd Generation, found sources from websites (parts of the item and purpose)
Technical Description Outline	3/15/23	Made an outline to organize my thoughts and praragraphs
Technical Description Best Draft	3/22/23	Wrote a best draft, based on the outline, with expanded ideas
Technical Description Final	4/3/23	Completed; final version of the TD with edits and revisions
Technical Description Reflection Memo	4/3/23	Wrote a reflection memo, based on the final submitted version