

Self-Reflection

Due: [Insert Date]

Deliverables: [List documents that must be submitted]

Format: [Insert preferred file format for submission]

Submission: [Insert how and where to save file—for example, “On Canvas saved as Lastname_AdjustmentEmail.pdf”]

Value: [Insert point value or weight]

Description and Rationale: Self-reflection gives you a chance to see strengths and weaknesses in a way that helps you improve. No matter what level of writer you are, there’s always areas where you can enhance your skills. There’s no better way to self-reflect than get a blind, honest assessment of your writing on documents you didn’t know would be assessed by your peers, and then evaluating yourself as a writer. This assignment helps you identify not only how you see yourself as a writer/communicator, but how others do as well.

Assignment: For this assignment, you will collect the last 10 emails you wrote to people other than your family or friends. After removing any sensitive or identifying information, you will bring the emails to class on **Wednesday, January 13**. Using a rubric that will be distributed in class that day, you will have your peers blindly (they won’t know whose writing they are assessing) evaluate what you have written. Because this is a self-reflective assignment, it is in your best interest to choose the last 10 emails you wrote and not be choosy (don’t go through all your emails, selecting your “best” ones).

Once you receive the feedback from several in the class, you will take the time to reflect on what the comments/data say. Then, having read Chapter 1 in your textbook, which covers the basic concepts of business writing and communication, you will write a self-evaluation of you as a business writer and communicator. This should be a **brief, 400-word-ish document**.

While you do not need to stick to this list, consider how you would answer the following questions:

- What are my strengths as a writer/communicator?
- What area of communication (oral, written, non-verbal, visual, etc.) am I best at? Could I improve at the most?
- How do others perceive my writing? Presentation skills? Design skills?

Scoring Standard: As an introductory, self-reflective assignment, your essay will be assessed primarily upon completion. However, as with any college-level and professional assignment or project, be sure to take the time to write well—be thoughtful, grammatically correct, intelligent, and organized.

Self Reflection Papers

Michael Rajnik



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