Business Writing, SBS220 Professor LaDuke

**FINAL REFLECTION Writing Assignment**

**Due**: Tuesday, May 1

**Assignment Objective:**

The objective of this assignment is to demonstrate your business writing skills and self-reflect on your progress throughout the course this semester.

**Assignment Details:**

Write a reflection detailing at least three (3) important business writing strategies you learned in this course and how you will apply these skills in the workplace. Provide examples/detail for each strategy you provide. You may also feel free to include any general feedback on the course (what you liked most, challenges, etc.) in addition to the requirements detailed above. Word count = 300 word minimum, 500 words maximum)

The format should be an email to me (to/from, subject line, introduction stating the purpose of your email, body of email that contains support/examples, conclusion with goodwill and/or call to action, email signature, etc.).

You should also consider applying any navigational design aspects that were discussed in class over the semester to your email.

**Deliverables:**

* Bring to class:
  1. FINAL REFLECTION PACKET ***(stapled):***
  + Bring a paper copy of all your rough draft(s) **with** your hand written editing.
  + Bring a paper copy of your typed, final hard copy – in EMAIL FORMAT.
* Submit your ***final draft only*** of the emails to Blackboard before class starts on May. You do **not** have to actually email them to me.
  1. FINAL REFLECTION EMAIL – email part only
  2. REWRITE of Assignment #1 – email part only

**Your assignment will be graded on:**

1. Planning 3) Grammar and business style/conciseness
2. Organization 4) Content: thoughtful ideas & reflection

Please note: Students MUST turn in a printed, hard copy of the assignment to me on the last day of class in order to receive a grade for this assignment. If you do not attend class and turn in your paper and only submit your assignment on Blackboard, you will receive a zero (0) grade.