Yixin Ma

WRI 2250

Dr. Stephen Marino

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 “Why I Am Taking This Course”

 My name is Yixin Ma. I’m a junior in accounting major. For last summer and winter breaks I interned in HOOLI NEW YROK. INC as an accounting assistant. I helped maintain and update general ledger and sales journal; obtain approval to satisfy vendor statements; prepare, fulfill and distribute checks and request and process W-9 forms from new vendors.

 I’d like to take this course because the effective communications can increase workplace productivity. As we all know, time is money when it comes to explaining details to others, and your communication skills can pay off when you [speak clearly and communicate well with peers](http://effectivecommunicationadvice.com/workplace) either in your office or with a global team. Also, I’m eager to practice more on my writing skills. The command of grammar and basic language skills in writing can produce crisp, concise written communications. As I develop my writing talent, my coworkers may appreciate memos that offer clear explanation or instructions, and my customers can benefit from targeted messages designed to increase sales. Everyone can benefit from a well-written email. Moreover, it will create more career opportunities for me.