

College Communication Worksheet

# Part 1: Effective Communication

**Write** a 150- to 200-word response to the following scenario and questions:

Your class requires you to use a program you must download on your computer. You have waited until day 5 of the week to download the program, and you need it for an assignment that is due in 2 days. Now you are having issues with the program.

* How do you approach solving this problem?
* Whom would you contact first, and why?
* What are the resources available to support you when obstacles arise?
* Why is effective communication important in linking you to these resources?

| <Enter your response here.> |
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# Part 2: College Writing Process

**Write** a 150- to 200-word response to the following questions:

* When you have an essay due in an upcoming course, how will you manage your time to ensure you are able to complete all 5 steps of the writing process (prewriting, organization, drafting, revising, and editing)?
* How can you apply what you have learned about the college writing process to enhance the effectiveness of your written communication in the workplace?

| <Enter your response here.> |
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# Part 3: Academic Integrity

**Access the** [Center for Writing Excellence](https://multimedia.phoenix.edu/cms/cwe/).

**Review** the following resources under the Academic Integrity heading:

* **Plagiarism Tutorial**
* **Student Code of Academic Integrity**
* **APA Style: Plagiarism Guide**

**Write** a 150- to 200-word response to the following questions:

* What are 2 examples of violations of the Student Code of Academic Integrity?
* What resources on plagiarism available to you as a student would be most useful in preventing each of these 2 examples of violations?
* Why is integrity important in your professional life?
* How do you put integrity into practice in your professional life?

| <Enter your response here.> |
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