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|  | Cynthia Wheatley |

Memo

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| To: | Classmates  |
| From: | Cyndi Wheatley |
| cc: | Greg Larson |
| Date: | January 20, 2013 |
| Re: | Writing assignment: Strengths, Weaknesses, & Goals |
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**Strengths**: The business communication skills I can currently offer an employer or class include several things such as: Compatibility, my goals, values, and style are compatible with what the organizations needs and can most valuable. Motivation, I am motivated to work hard. Enthusiasm, I am eager to do as good as job as I can. Assertiveness, I have the guts to assert myself when the situation requires and I stand up for my ideas and beliefs? Adaptability, I can “roll with the punches” – when necessary, adapt to change. Maturity, I have good judgment and I know how to accept responsibility, evaluate situations, and get along with other people. Communication, I can organize and articulate my thoughts effectively I am also a good listener who can respond to others’ comments, thoughts and needs. Commitment I am serious about my work. Follow-through, are my end results and when I set goals I follow through on all of my projects and goals.

**Weaknesses**: Business communication skills I lack and want to improve would be: First, I think my time management skill has room to improve. I plan to read some books to improve my skill set in the area. Second, I feel my presentation skill is not as strong as I want. While I’m very confident of my overall communication skills, which is great, I certainly want to practice more on making presentations to large audience without getting nervous. I cannot think of my other weaknesses at this time. Of course I'm not perfect in life, and I have weaknesses here and there but this is all I could come up with for now.

**Goals:** The things I want to learn the most and are the most important for me to take from this class are to gain a better knowledge and learn technical skills when communicating in the business world, not only for a good grade in this class but to help promote my career in the future.