

## ***ASSESSMENT PAPER - WK#2***

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Write a 2-3 page Personal Assessment paper on your Comfort with Formal Communication. The paper will assess your comfort level in having to communicate orally to individuals or groups.

Your paper should consider the following points:

Relate at least one story from your past that typifies how you deal with making a formal, oral or written presentation to an individual or a group. Use this story as a basis for assessing your comfort with oral or written communication or both. This assignment covers concepts from the course text for Week 2 (Chapters 4, 5, 6 & 7). However, the focus of the assignment should be on the application of written communication concepts covered in Chapters 6 & 7:

- Organization of writing: introduction, body, and conclusion (Chapter 6)
- General revision points (Chapter 7)
- Specific revision points (Chapter 7)
- Style revisions (Chapter 7)

Be sure to make reference and cite all your readings and resources throughout your paper.

Be honest. There are no extra points for success stories as opposed to stories of failure. The goal is self-understanding. Incorporate terms and concepts from the readings of Weeks 1 and 2. Use APA formatting to document your sources. Refer to the APA resources in the course for guidance.

### **PAPER GUIDELINES:**

**Your paper should be formatted as follows:**

- Typed, double-spaced, Times New Roman font (12pt), one-inch margin on all sides, APA format.
- Use headers for any subject areas, followed by your response.
- In addition to the three to five (2-3) pages required, a title page is to be included. The title page is to contain the title of the assignment, your name, the instructor's name, the course title and the date. The paper should also have a reference page. ***NOTE: The title and reference pages WILL NOT be counted as part of your 2-3 pages.***
- In addition to the course textbook, a minimum of one (1) additional reference should be used. Wikipedia references will not be accepted. Make sure references are listed in proper APA format.