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SA 05.01: Approach to Writing Self-Assessment

Effective business writing is essential to effective performance and advancement in most organizational contexts. This self-assessment is intended to allow you to evaluate your use of the skills associated with effective business writing, and to offer some direction as to how you might improve. Your answers will not be shared with anyone. I will be the only person viewing this assignment.

Write about three areas of writing preparation in which you intend to improve. For each area, take approximately two paragraphs to describe specific steps you will take to improve and benchmarks for checking your progress.

Effective business writing skills, typically in my line of work I am usually writing collection notices to tenants, so I have to have a clear message in mind and I know the history so that plays in my favor. The message has to come across fairly harsh at times depending on the situation. So, it's very important that I keep accurate records not only for the company's sake but the tenant as well.

We have had to proceed with court judgements and my case files play a big part in the decision-making process. This all begins from the beginning of the relationship with the tenant or mortgage holder. If my lease agreement is not correct, we can have a hard time getting a judge to side with us and the tenant can win the case and not be required to pay.

There is always something I can improve on and I work hard at my job everyday to improve my abilities and try to stay current with what I need to know. Specially when it comes to legal matters. I must follow the law and stay as accurate to what I am able to do within the law.