

Sofia Corredera

BUS327 Business Communication

Susanne Hartl

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1.12 Introducing Yourself to Your Collaborative Writing Group

Write an email (about a single-spaced page if printed) introducing yourself to the other students in your collaborative writing group. (See L Appendix A for examples of email format.) Include the following topics:

Background: What is your major? What special areas of knowledge do you have? What have you done in terms of school extracurricular activities, jobs, and family life?

Previous experience in groups: What groups have you worked in before? Are you usually a leader, a follower, or a bit of both? Are you interested in a quality product? In maintaining harmony in the group? In working efficiently? What do you like most about working in groups? What do you like least?

Work and composing style: Do you like to talk out ideas while they're in a rough stage or work them out on paper before you discuss them? Would you rather have a complete outline before you start writing or just a general idea? Do you want to have a detailed schedule of everything that has to be done and who will do it, or would you rather "go with the flow"? Do you work best under pressure, or do you want to have assignments ready well before the due date?

Areas of expertise: What can you contribute to the group in terms of knowledge and skills? Are you good at brainstorming ideas? Researching? Designing charts? Writing? Editing? Word processing? Managing the flow of work? Maintaining group cohesion?

Goals for collaborative assignments: What do you hope to accomplish this term? Where does this course fit into your priorities? Use appropriate headings and a conversational writing style; edit your final draft for mechanical and grammatical correctness. A good email will enable others in your group to see you as an individual. Use details to make your writing vivid and interesting. Remember that one of your purposes is to make your readers look forward to working with you!

To: BUS327Businesscommunication@allianceu.edu

From: correderas@allianceu.edu

Subject: Introduction to the Class

Hi, I am Sofia Corredera and I'm a Business Administration major student in Alliance University. I want to do a minor in marketing because I think it is very interesting. I am really excited to be in this class and learn more about business communications, and to know also about you all. It is my first year in this college and my second semester here. I am from Spain, from the capital that is called Madrid. I don't live in the center of the city but I live in a small town 10 min away from the city.

I am also part of the women's soccer team. I have been playing soccer since I was 4 years old, so I have been working and competing in groups since then and I'm really good at it. I also have worked as a coach for a couple of years and at summer camps. I feel that it is important to know how to work in a group because it can be really useful and motivating when others are working with you.

In my opinion, everyone when is starting to work with other people is usually a follower, until you get used to the work and the people. Also, to become a good leader, you have to know how to lead a lot of types of groups of people because each person has different characters and work skills.

Therefore, to lead correctly and to be effectively you have to also have good communication skills, have good and creative ideas for the group . I had worked as a follower and a leader, so I know more or less how to do both but I feel more comfortable working as a follower.

Personally I believe that teamwork communication is really important in each ones life, and I am really excited to learn more about that in this class because is going to be very useful for me in the future.

Best regards,

Sofia Corredera

