BUS327: Business Communications
Magnus Mesters
03/26/2023

Exercises 11.3, 11.4, and 12.11

11.3: Analyzing your Accomplishments

1. My high school diploma
- my acquired knowledge
- self-discipline
- That I could achieve more than my goal

2. Sporting success: German Vice-Champion in Karate
- My talent in combination with my learned knowledge
- Ambition
- Success

3. Sporting success: fights for the German Karate National Team
- Experiences
- Discipline
- To have represented Germany

4. Sporting success: Second Youth Bundesliga in German Football
- learned knowledge
- resilience
- hard work

5. Side Job at Bohle
- Experience at Bohle
- Helpful
- The impressions gained

6. Internship at Volkswagen
- the ability to learn
- the ability to work in a team
- getting insight into such a big company.

7. Studying in New York
- Diligence
- Commitment
- The Rarity of this Path for a German Student

8. Sporting success: being part of the university soccer team
- Self-confidence
- Assertiveness
- Supporting my parents financially

9. Various investments
- Self-reliance
- Determination
- Making the right decisions yourself

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10. Sporting success: Rookie of the Week
- Willingness to perform
- Initiative
- The honor

11.4: Remembering What You've Done

1. Used facts and figures to gain agreement on an important point.
- Investments
- Corporate issues
- Teambuilding measures

Facts and figures are, in my opinion, fundamental to making decisions. That is why I use them almost every day.

2. Identified a problem that a group or organization faced and developed a plan for solving the problem.
- German bank's competition for independent problem solving
- sports team internal problems
- school problems

Problems occur almost daily and it is important for each individual to be able to identify and solve them.

3. Made a presentation or a speech to a group.
- In front of the class
- At my high school graduation
- At the university

Giving presentations in front of a group has helped me to be more confident and improve my external presentation.

4. Won the goodwill of people whose continued support was necessary for the success of some long-term project or activity.
- Exchange with teachers
- Exchange with trainers
- Exchange with supervisors during internships

Maintaining a fair and healthy exchange is of great importance in order to learn from each other and work together successfully.

5. Interested other people in something that was important to you and persuaded them to take the actions you wanted.
- Investments
- Possible activities
- Training opportunities

Sharing your own interests, which could be positive for people and groups, helps to articulate yourself and improve your powers of persuasion.

6. Helped a group deal constructively with conflict .
- Conflicts at school
- Conflicts in sports club
- Conflicts in groups of friends

Solving conflicts constructively and supporting other people in doing so helps to improve one's own conflict behavior.

7. Demonstrated creativity.
- During presentations
- In new/unfamiliar situations
- When solving problems

Creativity is a good quality to solve unusual problems.

8. Took a project from start to finish.
- School projects
- University projects
- Internship projects

In various life situations, you have to solve projects for yourself and make sure to complete them as given and with the best result.

9. Created an opportunity for yourself in a job or volunteer position.
- Internships
- Working student job
- Summer vacation job

By using your own skills and abilities, you can create job opportunities for yourself.

10. Used good judgment and logic in solving a problem.
- Completing new unfamiliar tasks
- Completing exams
- Completing school projects.

Good judgment and the use of logic in solving a problem help in making long-term decisions

<u>12.11: Performing a needs analysis</u>

South Suburban Parks and Recreation is in search of an adult soccer sports official.

Requirements:

- Must be at least eighteen (18) years of age.

- One (1) year of previous referee/umpiring, playing or coaching experience is preferred.
- Understands how the game is played including the principles, practice, and techniques used in recreational sporting events.
- Ability to handle participants, team managers and/or coaches under difficult game situations.
- Will have the ability to make proper calls on command and the ability to accept criticism.
- Capable of establishing and maintaining effective working relationships with fellow employees, various community organizations, and the public.

Requirements analysis/personal strengths and qualifications:

The requirements listed above can be fulfilled in my opinion to the full extent of me. Due to my years of experience in soccer, I am aware of the sport without any limitations and can use my experiences from my youth in Germany, where I played in the 2nd league and my college time in the USA, where I played successfully for my university team in a D2. I would like to share my broad spectrum of experience and knowledge with other people who are interested and enthusiastic about soccer. Due to my experience in martial arts, I know how to show a mentality and how to take criticism. I also possess human knowledge due to my years of experience as a team captain and I know how to use it and bring it in. Based on my experience, knowledge and character, I think that I meet the requirements and could help the company with my personal strengths and qualifications.