From: Robin Ellis

To: ENG-315 Instructor

Subject: Setting Personal Goals

Date: April 29, 2015

My personal goals as a business and professional writer are:

* To learn the proper formatting of various types of written communication that may be required in a business setting.
* To develop a style for written communication that is easily understood, efficient, and pleasing to the eye.
* To develop the ability to communicate complicated technical information to those who do not have a technical background.