From: Patricia Engles 4/14/2015

To: Mrs. Page

Subject: Goals as a workplace writer

Date: April 14, 2014

Here are my goals, with commentary. I want to:

* **Improve all facets of writing as it applies to the workplace.**

I want to become more confident in my professional writing ability. Whether it’s essays or e-mails or reports, I want to be confident enough to jump head first into any professional writing projects.

* **Develop knowledge that enhances my resume writing ability.**

I am not that confident in resume writing skills, and I would like them to improve. I have some understanding of what needs to go on a resume, but my development of the structure and format could use great improvement.

* **Gain a better understanding of PowerPoint and its tools.**

I have used PowerPoint before, but not to the extent of its full ability. I would like to expand my PowerPoint prowess.

* **Learn how to better structure professional e-mails.**

Sometimes my work related e-mails have a social context. I would like to develop my e-mails so they come across as purely professional.

* **Elaborate on menial knowledge of business-style reports.**

Though I’ve read the syllabus, I don’t really understand yet the aspects of a business-style report. I want to gain some knowledge surrounding business- style reports.