

SRCUS 2017: Business Writing

Introductory Memo Assignment

In a memo to Dr. Elizabeth Davis, instructor of the Business Writing course at SRCUS 2017, please provide information about the writing tasks you do in your position and the issues and concerns you have about your writing activities and skills.

Explain your current professional writing activities, e.g.,

- What kinds of things do you write regularly as part of your job?
- With regard to that writing, what is easy for you? What is more difficult?
- Who are you generally communicating with in your written communication?
- What do you feel most confident about in terms of your writing skills at this point?
- What do you feel least confident about in terms of your writing skills right now?

Discuss your expectations for the kind of writing you will do going forward in your career as a credit union professional, e.g.,

- Are there other kinds of writing that you think you'll be expected to write in the future that you are not doing now?
- Have you ever written those types of documents before?
- What kinds of skills as a writer will you need to be able to create those kinds of documents?

Tell me about your goals for developing your business writing skills, e.g.,

- What strengths do you want to continue to develop?
- What weaknesses do you want to work on in order to be a more confident writer?
- What is the most important thing you'd like to learn from this course?

Include anything else you'd like me to know about your background and experience as a writer in your professional environment.