



STUDYDADDY

**Get Homework Help
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Get Help

1.3 Introducing Yourself

(L.O. 1, 2)

Communication Technology

E-Mail

Social Media

Your instructor wants to know more about you, your motivation for taking this course, your career goals, and your writing skills.

Your Task Send an e-mail or write a memo of introduction to your instructor. See Appendix A for memo formats and [Chapters 7](#) and [8](#) for tips on preparing an e-mail message. In your message include the following:

- a. Your reasons for taking this class
- b. Your career goals (both temporary and long-term)
- c. A brief description of your employment, if any, and your favorite activities
- d. An assessment and discussion of your current communication skills, including your strengths and weaknesses Alternatively, your instructor may ask you to (a) create a profile for LinkedIn, the social networking site for professionals or (b) develop a profile within a learning-management system (e.g., Blackboard or Moodle) to introduce yourself to your classmates. Your instructor may challenge you to compose your introduction in 140 or fewer characters (see [Chapter 6](#) for tips on writing tweets and other micro-blogging messages).



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