

A NEW PROJECT

1. What went wrong with this scenario?

Ans.

The wrong of this scenario is that not clarifying the task even though had a lot of question/confusions

2. What could you have done to improve this situation?

Ans.

First is to be honest if confused on the task and ask for clarifications or ask other colleagues.

3. What would you do to rectify this situation?

Ans.

To correct his scenario i should ask first and be honest that i am confused of the task in order for me to understand well the task and bigger chance to complete the project

4. If you could have gone back in time to a week before (when the supervisor first gave you that project and you had some uncertainties/questions back then), draft what that email communication would have looked like.

Ans.

My email:

Good day sir/ma'am,

I was confused by the task that you assigned to me which is the <Name of the Project>. With this topic I am confused about <The part where i am confused>. How was <my question>. Thank you for understanding sir/ma'am.

Sincerely yours,

Karl