**Structure for Your Reflection Essay**

1. **Introduction**  
   Briefly introduce the importance of writing skills in your workplace and the objective of the discussion you had with your co-worker.
2. **Three Examples of Writing Skills**  
   Provide three detailed examples of how writing is essential in your workplace and your co-worker’s. Use several sentences for each example to ensure depth, such as:
   * Writing clear and concise emails to avoid misunderstandings.
   * Documenting project requirements for effective collaboration.
   * Preparing professional reports to communicate with stakeholders.
3. **Partner’s Comments**  
   Record three thoughtful comments from your co-worker on the importance of writing skills. Expand on their points to show how their insights influenced your understanding.
4. **Your Reaction to Their Feedback**  
   Describe your feelings about their reactions in several sentences. Explain whether their comments surprised you, aligned with your views, or gave you new perspectives.
5. **Reflection on Writing Knowledge**  
   Discuss how this module changed your understanding of writing's importance. Highlight any new skills you’ve learned or ways your approach to writing has improved.
6. **Business Writing in Engineering Communication**  
   Provide your perspective on how business writing applies to engineering communication. Emphasize its role in conveying complex ideas clearly, improving teamwork, and facilitating problem-solving.

**How to Excel Based on the Rubric**

* **Comprehensibility**: Ensure your essay is well-organized and free of grammar or syntax errors. Proofread thoroughly.
* **Depth**: Use detailed sentences to address all five questions completely. Avoid brief or vague responses.
* **Relevance**: Tie your examples and reflections directly to the skills discussed in the module.