Comp110

Matthew Lavelle

Student# 4367668

Key Communication Strengths

In terms of my communication strengths, two aspects that I have are clarity and politeness. I have received feedback from peers highlighting my ability to convey complex ideas straightforwardly and understandably. Additionally, I think I am quite good at maintaining a polite and mannerly tone in all my emails.

Areas For Focus

However, I am also aware of certain areas in which I can improve my communication skills. One such area is vocabulary. While I can convey ideas clearly, I think that expanding my vocabulary would enable me to express concepts more precisely. Additionally, I aim to enhance my professionalism, particularly in formal written documents.