

UNIVERSITY OF THE PEOPLE

BUS 1105-01 Business Communications- AY2024-T1

Learning Journal Unit 1

Instructor: Jeffrey Hathaway

According to the National Association of Colleges and Employers (page 9-10 from the textbook), the following are the top five personal qualities or skills potential employers seek:

1. Communication skills (verbal and written)
2. Strong work ethic
3. Teamwork skills (works well with others, group communication)
4. Initiative
5. Analytical skills

What is your strongest skill? What skill needs improvement? What skill do you think you will need the most in your future/current profession?

In addition to this task, please include a vocabulary list of unfamiliar words from the required readings and provide definitions. Remember to cite the sources of these definitions.

My strongest skill is communication, both verbal and written. I've consistently received positive feedback on presentations and papers. However, I believe my teamwork skills could be improved. While I can work well with others, there's room for growth in terms of group communication and collaboration.

In my future/current profession, strong communication skills will remain crucial, when I pursue a career in business. The ability to convey ideas clearly, both in writing and speech, will be essential. Teamwork skills will also be important as most professions involve working with colleagues. Additionally, analytical skills will play a significant role, especially if I enter a profession that requires data analysis or problem-solving.

#### **Vocabulary List:**

1. Proficiencies: Skills or expertise in a particular field.
2. Equity implications: The potential consequences related to fairness or justice.
3. Gatekeeper: Something that controls access or serves as a barrier.

4. At-risk group: A demographic or population that is more vulnerable or susceptible to certain challenges or issues.
5. Skill development: The process of improving or enhancing one's abilities or competencies.

**Definitions:**

1. Proficiencies: Skills or expertise in a particular field (Merriam-Webster).
2. Equity implications: The potential consequences related to fairness or justice (Cambridge Dictionary).
3. Gatekeeper: Something that controls access or serves as a barrier (Oxford Languages).
4. At-risk group: A demographic or population that is more vulnerable or susceptible to certain challenges or issues (Collins Dictionary).
5. Skill development: The process of improving or enhancing one's abilities or competencies (Vocabulary.com).

References:

Business Communication for Success. (2012). [https://saylordotorg.github.io/text\\_business-communication-for-success/](https://saylordotorg.github.io/text_business-communication-for-success/)

Word count: 244