

Reflection on My Growth in Business Correspondence

Taking the Business Correspondence course has been a valuable experience in improving both my written and professional communication skills. At the beginning, I had limited knowledge on how to properly compose formal letters, emails, and other business-related documents. However, as the course progressed, I learned the proper formats, tone, and structure necessary for effective communication in a professional setting.

One of the most important things I learned is how to write clearly and respectfully when addressing superiors, colleagues, or institutions. Whether it is a request letter, an inquiry, a complaint, or a sales pitch, I now understand the importance of being polite, concise, and direct. Through different writing exercises, I was able to practice these skills and gain more confidence in expressing myself in a formal and professional way.

A highlight for me was learning to write letters with specific purposes such as inquiry letters, sales letters, and adjustment letters. These tasks helped me apply real-world situations, making me feel more prepared for future professional experiences. One challenge I faced was adjusting my tone and language depending on the audience or context, but with practice and feedback, I improved over time.

This course has not only helped me become a better communicator but also prepared me for the workplace. As a Bachelor of Science in Computer Science student, I may work in technical fields, but communication will always be important. Whether I am emailing a client, presenting a project proposal, or writing reports, I feel more confident and equipped for the professional world thanks to this course.