

TO: Lacey Rowland
FROM: Rhea Mae Edwards
DATE: March 11, 2016
SUBJECT: Self-Assessment Memo WR 214-004 Assignment

PURPOSE

This memo is intended to provide information with a personal reflection of my performance and role as a group member in units 2 and 3 of this course- presenting insight into my participation in the group assignments.

INDIVIDUAL CONTRIBUTIONS

As a group member, I initially created and outlined a few of the group assignments for the team. By doing so, I used Google Drive to create such structures to begin assignments, by then using e-mail to further communicate with my fellow team members. Also I contributed personal insight to the topics at hand, and helped make clear what needed to be completed on what need to be done for the group assignments. In addition with my individual collaboration as a group member, I also asked questions for my team members in order to make sure we were at a mutual understanding on questionable subjects at the time.

PERSONAL PERFORMANCE

Overall, I would have to say I believe I did a decently good job. There were times I could have given more than I did as a team member and did not, but I did do my very best to offer and contributed valuable work to our development of our assignments. For example, as with helping create our virtual setup of our design for our Newsletter, being able to apply personal designing and formatting skills while learning new tricks along that way, was also another aspect that would continue to allow me to say I performed well as a group member for this course this term, basing on the fact that layout of our Newsletter end up to be simple to work with while appearing to be styled nice and clean to the eye.

COLLABORATED STRENGTHS

An overview of a couple of my strengths in group work, are that I'm willing to give my best into the work required to collaborate well as team, and also being willing to contribute personal insights and suggestions into what needs and has to be done together. Furthermore, even on a personal level, I am an extremely good listener, and I do well with taking the time and providing my full undivided attention for anyone who has something to say and contribute.

CONCLUSION

Honestly, with every group I work with, I continue to learn more about myself that I do take the time to reflect on personally, which is an aspect I practice with great appreciation.