**A NEW PROJECT**

You are very new in the company and your supervisor has given you a new project.  This communication was done over Slack and your supervisor gave you some general instruction for the project but you still had a lot of questions/confusions about the project.  Your supervisor was expecting for you to finish this project by Wednesday the following week but you haven’t really made that much progress on the project yet, due to other projects you were working on and because your supervisor is known to be extremely busy and you felt shy asking for some time to go over the project.

1. What went wrong with this scenario?
   1. **First, the supervisor gave some general instruction which is made me confuse on what to do about the project. Second, on my part, I felt shy to ask my supervisor about the project that was given to me.**
2. What could you have done to improve this situation?
   1. **I will politely ask my supervisor about some questions regarding the project. Even though I know that the supervisor is busy, it is much better to ask than not be able to do anything about the project.**
3. What would you do to rectify this situation?
   1. **I will immediately reply to the supervisor’s email along with my question/confusions about the project.**

If you could have gone back in time to a week before (when the supervisor first gave you that project and you had some uncertainties/questions back then), draft what that email communication would have looked like.

**Dear Mr./Ms. Supervisor**

**Good day Mr. /Ms. Supervisor, I already received the email that you have sent to me regarding the new project and I already read it. Along with the general instructions that you wrote in the email, there is something that I don’t quite understand about the project. There are some questions/confusions that I want to ask about the project so that I can immediately put an action to it and handle the project with care. I really respect your own time and schedule but if you could spare me some of your precious time to discuss this matter with me, I will highly appreciated and it will also benefited the new project.**

**Respectfully yours,**

**M. Ubalde**