



Professional Communication

In this document, a Professional Communication Evaluator has identified representative examples of consistent, patterned writing errors. To respect all learners, including Multilingual Learners, evaluators consider English variations and dialects when determining competency.

Not all errors are marked.

To demonstrate competency in Professional Communication, please correct the representative examples and revise your work to amend unmarked errors similar to the identified examples.

In resubmissions, a Professional Communication Evaluator may note different examples of remaining issues. If more than one document was submitted, those documents might require similar revisions.

Lessons about my Leadership Strengths

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A.

At first, I really thought about what and how I wanted to answer these questions. The first thought was to just click with my gut and see if that felt right. The instructions also alluded to that and stated that a choice would be skipped if I delayed a response. I opted, instead, to really think about a scenario where the question related to a past experience and assessed based on that. As I finished the test, I felt unsure how the results would come out, but to my surprise, I found it to be incredibly accurate.

The first strength it lists is Self-Assurance, and I saw this one coming. I have also been in touch with my ability to perform a task, this also dove into the tasks that were not in my skill set. I seem to always find a way to push through obstacles to complete my goal. I believe this self-assurance roots from my military training, and the need for a soldier to be able to take a task, even without the perfect scenario laid out, and to accomplish that task. I have since always relied on this ability and skills to get me through tougher parts of my life.

As I read down the list, and the descriptors, the words “You are impatient for action” really glared into my soul. I have been an EMT for the better part of 20 years. I have been a volunteer chief, responsible for as little over one hundred members, and their safety, and every one of them will tell you that I grow impatient for action. I believe that EMS has molded my neuromuscular pathways to always be moving towards a goal, and not to dwell on the little things. This action can get me into trouble sometime, but in EMS we use a metaphor “we are not hanging cabinets here”. This is also a reason why I believe that I can get a lot done in less time than others. I also believe this relates to my ability to learn new technologies at work, where I can make something, break it, learn from it, and move on to the next thing.

Communication, third on this list, says I like to speak in public. This maybe where my imposter syndrome comes into play, because when I do have to speak in front of people, I tend to get a little nervous. But I have somewhat of a silver tongue, and I have been known to ramble on about subjects where I feel like I have a great breadth of knowledge. Over the past few years, I have made it a concise effort to improve my writing abilities whether it be email, code documentation, user guides, or even the occasional blog post, this is a part of my leadership style that I feel I always need the most improvement on. As I may be hard on myself, I feel like I have a good way of relating complex things in easier to understand analogies.

Commented [AE16_1]:

● **Sentence Fluency: Comma splice**
→ Sentence fluency concerns recur.

WGU's Guide to Academic Writing
Link: [Module 8.21: Comma Splices](#)

Commented [AE16_2]:

● **Word Choice: Misused word in context**
→ Word choice errors recur.

WGU's Guide to Academic Writing
Link: [Module 8.27: Vocabulary in Academic Writing](#)

For context, I am a full-time employee for a start-up, a full-time WGU student, a part-time volunteer EMS Chief, I work out, have a dog, and like to mountain bike and build things. The Arranger asks a question of “How can you keep so many things in your head at once?”, and the cheat is that I have a lot of systems that help me remember and plan. I have a few calendars, to-do lists, Siri alarms, and routines that allow me to maximize my time, while also allowing me to get enough sleep and relaxation time in. I am absolutely a productivity fanatic. As an EMT, we can get called at any point during the day or night, and my boss allows me to up and go on calls, because he knows that on my worst day I am just as productive. There is something for me that allows me to be hyper-organized, yet totally flexible to get my tasks and projects moving forward. There are very few times where something will fall through the cracks, but it does happen.

Finally, Futuristic! I often see the best is a task. I would like to see have the fruits of a project will help shape the future of a project, company, or person. As I run a first aid squad, and build software for a salary, I am always looking at ways we can improve not only the product we make, or the service we provide; I am always looking for how we can improve the way we do these tasks as well. I am not a “if it isn’t broke, don’t fix it” kind of person. If there is a better way to do something, then I would like to explore it. I also like to explore other people’s ideas as well, because you can always learn something from failure, and gain a better situation if it succeeded.

As I reread over this assessment, and this paper I wrote, I believe I can now lean into these strengths to become a better leader. I am always looking introspectively at myself so that I am better the next day. I also feel a sense of relief as there is a name for the reasons I work and lead the way that I do.

Commented [AE16_3]:

● **Sentence Fluency: Sentence fragment**
→Sentence fluency concerns recur.

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Link: [Module 5.24: Sentence Fragments](#)

B.

1. Identify SMART Goal:

Over the next eight weeks, I will write eight blog posts relating to technology and communication.

- **Specific:** Writing blog posts about communication and technology
- **Measurable:** Success will be tracked by having a total of eight posts by the end of eight weeks.

- **Achievable:** Writing one post per week should allow me to complete my time allotment.
- **Relevant:** as I want to become a better technical writer, this will help with the growth of that skill.
- **Time-based:** Having a two-month deadline allows me to plan, and stay on track.

2. Explain how SMART Goal supports development of leadership skills.

My assessment stated that I was a communicator, and while I feel that is accurate, I also feel like I constantly need to improve in this area. As an arranger, I am going to lay out the topics I would like to research and write about, and the activator strength will push me though to improving this area. As another strength is being self-assured, I will complete this goal, and hopefully learn a few things along the way. The best way to learn something for me, is to continue to do it.

3. Explain how the strengths identified in your self-assessment will help you achieve your SMART goal.

As a Futurist, Arranger, and Activator, I will be able to look at the tasks involved, create a plan, yet still be flexible, and dive into this project. Exercising the Communication strength in this will only improve as the project moves forward. A futurist, like myself, will see this as a way to improve a process and continue to shape a vision that is merely over the horizon.

C.

The only references I have are of the Gallup Clifton Stregnths Assessment attached.

Commented [AE16_4]:

● **Conventions: Misused punctuation**
→Conventions errors recur.

WGU's Guide to Academic Writing

Link: [Module 7.01: Commas](#)