Compare and Contrast Paragraph

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| Reflection |

My errors last week were….

Formatting errors:

Grammatical errors:

This week I want to focus on…

Development Area:

* Increase the use of transition sentences to ensure a smooth flow between ideas.
* Increase the variety of sentences so that the structure is not monotonous.

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| Outline |

Topic: Comparing and contrasting two jobs I have: Retail Associate and office

assistant.

Topic sentence: Topic sentence: As a retail sales associate and office assistant, both of my roles require excellent customer service and involve repetitive tasks, with significant differences in physical demands, technical skills and working hours.

Compare             Retail Associate              Office Assistant

Customer Service Skills:

* Retail Associate: Negotiation with customers to promote the notion of shopping experience.
* Office Assistant: Assist customers and staff with questions and administrative needs.

Different work environments:

* Retail Associate: Involvement with different customers every day.
* Office Assistant: Cooperation with different departments and clients.

**Contrast**            Retail Associate               Office Assistant

**Physical Requirements**

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| --- | --- |
| Standing for long periods, carrying heavy objects. | Party work, minimal physical effort. |

**Technical Skills**

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| --- | --- |
| Basic selling system | Advanced computer skills, spreadsheet management and database management |

**Working Hours**

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| --- | --- |
| Irregular shifts including nights and weekends | 9-5 hours only, weekends only |

**Conclusion:**

Although both jobs are unique in their complexity, the Associate position derives its significance that requiring an enhanced degree of stamina and focal skills and knowledge revolving around consumer relations contributes to office Assistant enhance the technical and organizational skills.

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| **First Draft** |

**Title: A Tale of Two Jobs: Retail Sales Associate and Office Assistant**

As a retail sales associate I operate point of sale system, the position of the Office Assistant that involves the use of different computer science tools and skills. Some of the smaller sub-tasks that are part of the larger field include spreadsheet and database management. It’s also worthy to note that the working hours also differ for these roles. Significantly, it is common in retail work to take shift work, meaning work during the night or on weekends or during public holidays. It can be challenging to govern when societies are hindered by these factors since they can destabilize social structures that are crucial for orderly running of the societies. In contrast, Office Assistant jobs are known to have a routine of working from Monday through to Friday, in most cases from 8 am to 5 pm. Some are realize as work days, while others denote a more regular and thus more easily predictable schedule. Both jobs however, require a lot of hard work and dedication to complete adequately. This, however, has improved my professional exposure by offering a very different working experience being able to teach me that it is not restricted to a particular position or level in the organization but can be valuable for growth and advancement.

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| **Polished Draft** |

**Title: A Tale of Two Jobs: Retail Sales Associate and Office Assistant**

As a retail sales associate I operate point of sale system, the position of the Office Assistant that involves the use of different computer science tools and skills. Some of the smaller sub-tasks that are part of the larger field include spreadsheet and database management. Additionally, It’s also worthy to note that the working hours also differ for these roles. Significantly, it is common in retail work to take shift work, meaning work during the night or on weekends or during public holidays. It can be challenging to govern when societies are hindered by these factors since they can destabilize social structures that are crucial for orderly running of the societies. In contrast, Office Assistant jobs are known to have a routine of working from Monday through to Friday, in most cases from 8 am to 5 pm. Some are realize as work days, while others denote a more regular and thus more easily predictable schedule. Despite these differences, both jobs however, require a lot of hard work and dedication to complete adequately. Ultimately, this diversity in work experience has improved my professional exposure by offering a very different working experience being able to teach me that it is not restricted to a particular position or level in the organization but can be valuable for growth and advancement.

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