

## **Reflection (Week 10)**

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Total Points: 100pts

**What is the most significant take-a-way you have gained from your study this week?**  
(10pts)

- My biggest take-away for this week's topic is understanding what professional communication is and collaborative teamwork. I learned that in a corporation, every branch is depends upon a sequence of communicative acts, which may involve oral, written, and computer-mediated kinds of communication.

**How would you explain this week's topics to a person not in this class?** (10pts)

- Professional communication is a principle that can help us communicate effectively in workplace. For example, the insertion of the emphasis of professional ethics which is managed by the same standards and share many same common capabilities.

**How do plan on contributing to the team, besides completing your tasks?** (20pts)

- I plan to contribute by applying every possible principle in my group discussions and action implementations. I begin to understand that effective discussion is influenced by proper communication, which involves this particular principle. Effective communication comes with Having strong oral communication skills is key to nailing job interviews. In order to demonstrate your ability to do the job well, you will have to be able to express yourself in areas such as my work experience, my goals, my attitude and my ideas.

**Why is this week's topic important for teamwork?** (20pts)

- Learning to speak accordingly and professionally influence group interactions and communications. It helps us to prepare for group discussions in order to meet expectations of a project. Preparation to conduct something in communication will always be one important key to a successful outcome of a project. For example, when a group knows how to create a professional communication environment, they will be able to produce better results as the communication flow sticks to the objective and goals of the project.

**How does your experience relate to other experiences you have had?** (20pts)

- In my mission, I learned that it is very important to emulate the habit of collaborative teamwork. Missionary work involves a lot of interactions and communications to meet goals. For example, during leadership meetings, it is

important that each attendee communicate professionally to avoid destructive criticisms and conflicts that can hinder the progress of accomplishing a certain goal. I learned that speaking professionally helps the discussion to flow nicely, and all attendees were able to be unified in one purpose. We were able to avoid deviating from unwanted topics or things that are unrelated and unnecessary.

**Tell me about what you taught someone? And what did they learn, that they didn't know before? (20pts)**

- I trained a few new missionaries in my mission. Working as pairs can be challenging at times because of contradicting opinions and ideas. At the start of the companionship period, I was able to create a “collaborative teamwork” environment to help my companion understand the role of getting along and unity when it comes to conducting demanding tasks. For instance, coming up with goals requires a lot of thinking, where we didn't always have the same perspective and idea. Collaborative comes when we learned to be considerate of others' thoughts and ideas, to process them with our ideas and come up with something that's even more amazing. Through this process, my companion learned that being collaborative brings in unity instead of ego that can affect our companionship performance. In addition, in being collaborative as teams, it is also important to communicate professionally with each other, so the important ideas will be able to be caught, and the objective of the discussion will be able to be retained in order to reach goals and expectations.