

## Memo

**To:** Professor Keerthi Potluri

**From:** Nicole Yanoff, University of Delaware

**Subject:** Semester Reflection

**Date:** May 13, 2022

I am excited to be sharing a reflection on what I have learned from this semester and what my biggest takeaway has been.

This semester I have learned so much about business writing and professional communications. The assignments in this class has been very helpful to further improve my writing skills. There are many takeaways that I have and some assignments that have enhanced these skills.

- I now know how to analyze an audience and have my writing geared words the readers.
- I have learned that professional communication isn't just communication through emails or talking to employers. There is a lot more that goes into being professional with your communication. Every little aspect of communication needs to be professional in a business sense.
- The readings that were giving really enhanced my learning even more and helped me better understand the topics we were learning about.
- The most helpful assignments was the audience analysis. I never thought to analyze my audience and write in a way for that audience to understand. What I have learned from this assignment will stick with me and I will now make sure to think about my audience and gear my writings towards them.

Overall, this class has taught me so much about being professional with business communication and it has made me reflect on what I have been going wrong with my personal communications. The assignments and readings have been super useful in this course with furthering my knowledge on this topic.

In summary, my takeaways from this class will carry on with me throughout my career and life as well and ensure that I always have the knowledge to be professional with business communication.