Objective - When you complete this assignment, you will be able to complete Objectives listed under - 2.2 - on the course syllabus.

\*Individual Assignment (two page document)

Instructions

1. Read – p. 69- Why Does This Matter?

2. Think about your own team experiences (academic and/or workplace) in terms of: writing/individual and team, delivering presentations, handling difficult conversations and other principals of team communication.

3. Reminder- Make sure to read/review all applicable chapters, e.g. 3, 4, 5, 6, \*9,\*10 before drafting the document. \*Although these chapters are scheduled later on the Planning Calendar – I encourage you to read and apply applicable content from all chapters highlighted above.

After reading/ reviewing course materials, team activities and journal articles within your declared major, draft a two-page persuasive message in expanded letter format. Include in the body one in-text citation (APA format) from one of the journal articles reviewed within your declared major. \*Use only “one” in-text citation in the body. Do Not use the course textbook as a citation /secondary source/reference.

Please note- It is applicable to use findings/examples from primary research such as –experiences – with academic team assignments or issues faced in the real-world of business. \*Remember as outlined in ch/10 - limit use of the I-voice and focus on the impersonal voice. Answer the following question.

Question – Why are team communication and teamwork skills listed as important in today’s workplace?

Provide specific reasons to support your key points. Examples include but are NOT limited to: explain barriers to effective (online) team communication and teamwork with strategies to improve (online) team communication and teamwork, OR what does it mean to embrace team diversity (talent, cultures, etc.) in the context of communicating when conducting global business, OR explain the impacts of emotional hijacking in terms of communicating during a team project.

Format the report – Two Pages ONLY - Margins - use one-inch for all pages – top/bottom and side margins.

Spacing – Body of the report - Use single space to format the body of each section/paragraph – THEN- Use 2.0 spaces between each section/paragraph (i.e. at the end of section/paragraph 1 – use 2.0 spaces THEN - go back to using single space for the body of section/paragraph two - at the end of section/paragraph two –use 2.0 spaces- Keep this format all through the paper.

Reminder – You will single-space the address and citation in the reference section. Place the citation at the end of page two, in APA format.