August 30, 2011

To: Tom Drake, English 313 Section 2 Students

From: Jon Wolpert

Subject: Introductory Memo

Hello Professor Drake and my fellow Business Writing students. I am Jon Wolpert and look forward to getting to know you all. First, I will let you a little bit about my personality before going over my life ambitions. After you learn how I am unique I will describe my strengths and weaknesses as a communicator as I need more instruction.

I love to be around people in general, telling stories, and laughing with one another. I will always participate in any kind of activity presented to me, but respect my time as a student first. Since I joined University Housing and became a Resident Assistant this year, it cuts my personal time down, but still will make time for each of you. I chose to be a Resident Assistant because it is a leadership position, and is completely different from any job I’ve had in the past. Since I know you will all ask, yes the money/scholarship is nice too. Also, I am excited to learn about what this class has to offer in persuading other people.

**Career Goals**

When I retire I would like to be able to look back at everything I have done, and simply smile at the thought of it. This includes raising a family without anyone screaming in anger during Thanksgiving dinner. You have to love family. When I was in high school my dream was to go to poverty stricken areas of the world and build people homes. Even today I think about doing it, but realize this takes more than just two hands to do so. Networking is an important aspect of my dream, and this class will help me in making contacts, and using the influence of those contacts. Feel free to chime in on my dream if you have any input.

Five years from now I would like to graduate with a Business degree. However, a couple of those years should be spent achieving real business world experience outside of a classroom. The best way to learn is through experience, and not simply reading. Although it gives me a headache to think about it, basically I would love a corporate job a few years from now.

The most immediate thing I can do to make strides in my lifelong goals is to learn all I possibly can at the University of Idaho before getting a real job. I have no doubt this class will help me become a better communicator in group situations, but also through written communication. I have a natural ability to listen to and solve other people’s problems, but need work in persuading them.

**Weaknesses**

I do not speak out in class or even in larger groups enough. I should contribute more to classroom discussions. I can practice at this weakness by speaking in every class I have this semester, and eventually develop a habit of doing so. Also, at times I’ll struggle with written communication, especially when I write while frustrated, and need to proofread my own work. Another habit I must develop is writing out my focus of an essay, or email before beginning to actually write it. Proofreading is a must with any kind of work, but I have become better at doing so. Basically, the beginning and ending stages of my writing process need to be revised.

**Strengths**

I am excellent at one on ones and getting my point across in those situations. I have the ability to look people in the eye, but also to listen and respond to them. I am told I am good at speeches and oral presentations even though I usually am terrified while speaking. I will look around the room, but not actually make eye contact with anyone while speaking. Since I have a soft voice, one thing I always do is always raise my voice above its normal volume, but do not cross the line of shouting. I am open to criticism and being made fun.

What a fun read I know. I look forward to class on Tuesday.