

Intro letter to my teacher



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Address Address whenever you want to submit Dear XYZ, Further to your request for a self-reflection document, I am pleased to share (enclosed herewith) my views on the AWD learning goals, my view of the finance field, and some of current issues in finance that I find interesting.

I look forward to your inputs in helping me improve my written English during rest of the coursework.

Yours Sincerely,

ABC

Self-reflection on AWD Learning Goals:

1. A strong understanding of the uses of writing in the student's academic discipline and/or career path

I believe that this is one of the most important tools for success. The best of ideas if not communicated properly can end up as useless without good communication.

I think I have a fair knowledge of writing skills needed for academic discipline but given the vast variety of writing styles and techniques, I need more awareness of the most important ones. Also, I think I have the basic knowledge, but am definitely not a specialist in the field.

2. Critical understanding of and facility in the discourse of a field

As in the first point above, this is again critical to being clear and concise in bringing forth the ideas and transferring knowledge to others.

I think I have some basic knowledge but can definitely learn a lot more.

3. Successful use of appropriate citation conventions

In order to be credible in writing, it is very important to know how to show the sources of information.

I am familiar with some writing techniques and citation conventions like APA,

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MLA, Chicago and Harvard.

4. An understanding of the importance of audience and context with respect to writing style and arrangement

In order to be effective, understanding of the audience and context is very important. For example, using sophisticated jargons to a layman to describe something would not be very effective communication. Or, using a colloquial tone while writing to someone who deserves more respect is hardly the best idea.

I think this is my strongest point as I understand how to write complex ideas in a very simple manner.

5. Confidence and facility with the processes of revision

First writing often needs a revision. I think while we are writing, we are simultaneously thinking ahead for the next word, line or paragraph. More often than not, this can easily lead to silly errors. This is where revising comes in handy. Also, it helps in properly structuring the written work.

I am comfortable with revising up to 2-3 page documents but for longer documents, I need improvement

6. The production of 5000+ words of polished, revised writing

Often, academic theses are never ending. Although such long works are more needed for professional writers or PhD candidates, knowing the techniques can be handy if ever I decide to do a PhD some day.

I have little idea on the subject as of today.

7. Written reflection on his or her own writing processes and texts and their role in his or her own practice of critical reasoning.

I think one improves better if one knows what to work on. Self-reflection can bring in some ideas, but the best feedback is one that comes from the

general public. I would greatly appreciate constructive criticism of my writing style and look forward to improving upon it.

My aim from this course is to be able to write better, more effectively and efficiently at the end of this course.

Description of field of finance

The field of finance is very vast. It is the science of managing money – from own money to business money and even government money.

The professionals in finance are engaged in several different activities. Some are bankers, some handle corporate finance for large and small companies, some are asset managers, and some specialize in advisory business and so on.

I find this field interesting because it deals with numbers, which I am comfortable with. Also, this field is closest to where the money is!

In future, I would like to become an investment banker specializing in mergers and acquisitions.

Current “ hot” issues

Some of the “ hot” issues in finance are:

- a) Governments’ approach to financial stimulus in their countries
- b) Ireland and Portugal bonds becoming less valuable
- c) The Greek financial downturn
- d) Microsoft bought Skype for \$ 8. 5 Bn

The most interesting of these for me is Microsoft buying Skype for \$ 8. 5 Bn which is nearly 3 times the price for which e-Bay bought Skype in 2005!