

# MBA 701/First Paper Revision and feedback document

Completing this sheet is required; if your revisions are correct, you can earn up to five bonus points on your first paper. Answers to the questions are mandatory if you want the points.

## Section One:

Step One:

Choose ten writing errors from your paper (these errors each have a color; see the notes in your grade comments in Bb as to what each color means).<sup>1</sup>

Step Two:

Copy and paste each error in the space below. Leave room to add in your revisions for each one.

1. Communication is essential to our everyday interactions because it lets us achieve goals and understand each other quickly. Successful communication allows us to understand information more accurately. Oversharing and misinterpreting information are some of my communication problems, but my biggest problem is not listening to others.

Successful communication allows us to understand each other more accurately when trying to achieve goals. However, when effective communication is nonexistent, the listener struggles to comprehend the message. Oversharing and misinterpreting information are some of my communication problems, but my biggest problem is refusing to accept others' opinions.

2. Growing up, I have always struggled with communicating and my tone. I spent much time in "time out" because I would talk back to my parents and not listen to their instructions. Fast forward twenty-three years, and I still tend to get later overly sassy when I speak and have a hard time listening to others.

Growing up, I always struggled with communicating and my tone. I spent much time in "time out" because I would talk back to my parents and not listen to their instructions. Fast forward twenty-three years, and I still tend to get later overly sassy when I speak and have a hard time listening to others.

3. I am not fond of listening to others because I am too stubborn and self-dependent. I would rather not listen to other people's opinions because I disagree with them.

I would rather not listen to others' opinions because I am too stubborn and self-dependent.

4. My lack of proper listening skills leads to a breakdown when corresponding.

As a result, my lack of proper listening skills leads to a breakdown when corresponding.

**Commented [LS1]:** See if you can condense these two together and tighten; try starting with the second sentence. If you can, you then have space to give a bridge sentence between the general opening to your statement of problem.

**Commented [LS2]:** Good thesis!

**Commented [LS3]:** Cut the "have." Normally, yes, you would use the perfect tense (the "have" form) to talk with "always struggled"; however, the modifier "Growing up" indicates that the action happened in the past and you are grown now. So "have"--present tense--doesn't work here. Use just plain past tense: I struggled with...

**Commented [LS4]:** This part flows nicely

**Commented [LS5]:** Again see if you can combine and tighten

**Commented [LS6]:** Use a transition word in this sentence for easier reading. Think of transitions as turn signals; you want the reader not to have to follow abrupt turns

5. I have noticed that I am currently not using successful communication strategies.

Currently, I have noticed examples of situations where I am not using successful communication strategies.

**Commented [LS7]:** Examples or examples of situations where you are not?

6. Reading *Zen and the Art of Business Communication*, I learned, "...get the I out. Focus on the other person; hear her words." (P. 52).

Luck (2016) states, "...get the I out. Focus on the other person; hear her words" (p. 52).

**Commented [LS8]:** We had not begin APA when the paper was due. But here in APA you need the author's name as well as page number.

7. When my desire to add input into situations decreases, I will be receptive to hearing messages from the speaker.

When my desire to add input into situations decreases, I will become receptive to hearing messages from the speaker. I will become interested in what others have to say when I disconnect from my personal feelings and listen to others' opinions.

**Commented [LS9]:** Has this decrease happened yet? If not, then what can you do to make it happen?

8. Also, when my mind has distractions interfere, I end up not giving 100% attention to the individual speaking.

Also, when distractions interfere, I end up not giving 100% attention to the individual speaking.

9. My setback impacts interaction with others since I mention unsolicited ideas before the messenger has finished speaking about their message.

I tend to mention unsolicited ideas before the messenger has a chance to finish speaking.

**Commented [LS10]:** The "my setback" confused me. Cut to begin with "I mention...."

10. When allowing the speaker to finish speaking entirely, I will be more receptive to what they say.

Allowing speakers to finish communicating before I intervene fully allows me the opportunity to become better receptive to the speaker's ideas.

11. propositions

Suggestions

12. Being Coach Kathleen's assistant, the department would be disappointed in me.

The department would be disappointed in me as I am coach Kathleen's assistant.

**Commented [LS11]:** Best word?

**Commented [LS12]:** Dangling modifier. The department is not CK's assistant

Step Three:

Using your Pocket guide, my notes, my announcement notes, the course material, and all the editing material in the course, revise and correct each writing error. Place the revision below the error. Change the color of the revised and corrected sentence to be red so I can see the change.

Step Four:

Using the “review>new comment” feature in Word, ask any questions about your revisions.

I have completed that and made the adjustments that were suggested by you. I am turning in my “GRADED” paper attached with all the corrections. It looks messy because I wanted to keep your edits on there to show what you believe needed to be changed. Please let me know if I need to resubmit my paper with only the correct changes and all the errors deleted.

## Section Two:

Answer the following completely:

1. If I wanted to increase my grade by 10%, I think I would have to (describe what you would need to do)

To increase my grade by 10% I believe that I need to reidentify what my communication problem is. By making this change, I believe that this will help me break down and analyze better. I think I assumed my communication problem was “not listening to others” and I was trying to mold examples to fit that topic when ideally that was not the true issue. I will rewrite my paper to have my communication problem “refusal to accept others’ opinions.” I can also make edits to the few sentences I have passive voice errors in. I will use my pocket manual and remove the past participle that is after all the “to be” verbs. Lastly, I also had a lot of yellow highlights on my paper. The sentences that are highlighted are hard to follow in my paper. After re-reading what Dr. Luck has highlighted yellow, I understand what she means on these sentences. I will make changes to combine sentences and reword them so only one focus is addressed in each. I will also make sure that I am not using more than three syllable words. I struggled with not wanting my sentences to sound repetitive and I went a little crazy with the synonyms.

2. Having the errors color-coded helped me see what I did wrong. (Write Yes or No and then answer why.)

Yes! The color-coded errors helped me see what I did wrong. I am a visual person and I have always enjoyed receiving feedback (It is probably from growing up playing sports, I seek criticism on all my work). The colors help me because I know that it corresponds to a specific category of errors. I was able to easily go to the color code key and look to see what where I was struggling. It helped me when doing my revisions because I could easily look in my notes and pocket manual for those topics and make the revision accordingly.

3. Yes, I understand how to implement the feedback you gave me. I’ll start by making my sentences and ideas clearer. Along with, tightening up my ideas to relate to the actual communication problem “refusing to accept others’ opinions”. I will revise my ideas and evidence to better support my new thesis. This will help avoid confusion for the reader while also making a stronger argument.

4. What I would like your feedback on/your help with is.. (list some questions for the marker to answer)

- Is the new topic refusal to accept others' opinions a good problem to switch to?
- How can I shorten my sentences but keep the important parts that I want to say included?
- Do the audiences in my paper who affected by my communication problem make sense? If not, would you suggest that I change my audiences?
- I need help on making my audience analysis clearer. How would you suggest doing this?
- I would like feedback on the Tannenbaum / Alda portion of my paper. I do not know if I am covering the topics well enough and when I discuss it in my paper if I am explaining it correctly.

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<sup>1</sup> If you didn't have ten writing errors, hooray for you! Revise the errors you have and then complete the rest of this document.