

Communicating with Professional Colleagues

INSTRUCTIONS FOR COM FPX 1150 ASSESSMENT 2

Complete a brief letter in Microsoft Word reflecting on your experiences in college so far.

INTRODUCTION

To be successful in this digital world, you must understand how to compare and convey your ideas to others. However, this is not always as easy. The Internet has allowed us to access an incredible amount of information, but you all of it is trustworthy. When it comes to your academic and professional career, knowing how to find the truth for key to your success. This means learning how to evaluate sources, avoid accidental plagiarism, and use tools such as Microsoft Word and social media to find and share accurate information with the world.

For this assessment, you will continue to develop your digital proficiency by using the world's most popular word processing software, Microsoft Word. By practicing using this digital tool, you will feed your success and build your confidence, at school and at work.

COMMUNICATING WITH PROFESSIONAL COLLEAGUES

The purpose of this assessment is to use digital tools to share information and reflect on your experience. Practicing these skills will help your success and build your confidence. Skills at school and at work. Within the context of the assessment, you're going to put yourself in the frame of mind that you need to help a colleague understand why using digital literacy to avoid plagiarism is important to their future career success.

Keep in mind that digital proficiency is using technology tools well and that digital literacy is using tools to communicate well and using strong online resources. They are similar; however, for the purposes of this assessment, we are looking on digital literacy. In other words, finding and using strong online resources, making sure that the world's you use are your own, all while also ensuring proper attribution to the sources you are using and paraphrasing.

INSTRUCTIONS

1. Download the Assessment 2 Business Letter Template [DOCX] 4 .
2. Format the document according to the instructions.
 - Delete all of the directions—the text in brackets: []—from the document.
 - Right-align your company name and date at the top of the letter.
 - Left-align the addressee name and text of the letter.
3. Edit the document by replacing the text in brackets: [] with your answers to complete the letter. Your letter should address the following, as indicated in the template:

- Describe the risks of plagiarising from digital sources.
 - Note how plagiarising in professional work could impact future career success.
 - Explain digital literacy in terms of offering a definition and examples of relevant skills.
 - Note why digital literacy is important to success in professional pursuits.
4. Use the tools in Word to find and correct any spelling errors.
 5. Save your document (in the folder location that you prefer) as Lastname_COM-FPK1350_A2_letter.
 6. Submit your assessment.

COMPETENCIES MEASURED

By successfully completing this assessment, you will demonstrate your proficiency in the following course competencies and scoring guide criteria:

- Competency: Is Use computers, software, and online tools to effectively complete a task.
- Format a document according to instructions.
- Competency: A integrate credible and relevant sources into coursework to enhance clarity and support claims.
- Explain digital literacy in terms of offering a definition and examples of relevant skills.
- Competency: S Address the assessment purpose in a well-organized text, incorporating appropriate evidence and tone in grammatically sound sentences.
- Describe the risks of plagiarising from digital sources.