

TO: Dr. Sonja Andrus

FROM: Julie Anagnostou

DATE: February 12, 2023

SUBJECT: AIS3070 Applied Writing- PLP Proposal Memo

My Personalized Learning Plan will include questions and answers, as well as advice, provided to me by the person I interviewed. She holds a position similar to one I would like to obtain once I finish my degree.

Some of the questions include these:

- What is your educational background?
- How many years have you worked in this field?
- What type of writing do you do most often?
- What part of writing do you find most difficult?
- How do you manage and prioritize your deadlines?
- What advice can you give with managing the different aspects of writing as a manager?

Additionally, I will feature these types of communications:

- Emails
- Teams messaging
- Zoom meetings
- Power Point presentations
- In-person interactions

Timeline:

- I plan to finish my interview by 2/17
- My plan is to work on my introduction and interview the week of 2/24
- I will work on E-mails and Teams messaging the week of 3/3
- I will work on Power Point presentations the week of 3/10
- I will work on Zoom meetings the week of 3/17
- I will work on In-person interactions the week of 3/24
- I will work on my conclusion and proof-reading the week of 3/31
- I will submit my completed PLP prior to 4/9

My focusing on one type of communication each week, this will allow me time to focus on each type of communication, as well as complete other school assignments.