**301CES: Essay structure**

**Title**

**Introduction** (around 100 words)

Brief self- introduction / career aspiration/importance of communication/ purpose of essay

**Analysis of Emotional Intelligence and one other theory in relation to career development (**around 600 words)

1. Define your graduate career specifically

b) Critically examine EI in relation to your professional development and work performance

c) Critically examine one other theory (e.g., Johari Window, TA, NLP, Belbin Team Roles, Thomas-Kilmann conflict modes) in relation to your career development

*Note: Cite the sources of information concerning the theories. Do not just describe the theories. Analysis of their usefulness in relation to your graduate career is more important.*

**Self-awareness of communication competence** (around 600 words)

* Demonstrate self-awareness of your strengths and weaknesses through analysing as many (at least 4) self-assessments / class activities (Personal Skills Audit, Johari Window Activity, Listening Audit, EI Assessment, personality tests, individual presentation, etc.)

*\*Remember to include them as appendices and refer to them in the text*

* Reflect on personal experiences based on learnt theories, e.g. TA, OK Modes and NLP (optional)
* You may mention improvement you have made due to your increased self-awareness and your learning in this module if there is any.

**SMART goal setting and action planning for improving communication in relation to professional development (**around 600 words)

* Which specific areas of communication weakness will you aim to address (e.g., listening skills, building rapport, conflict management, body language)?
* How will these impact your performance in your graduate career?
* State these in terms of SMART goals (specific, measurable, achievable, realistic and time-bound).
* What strategies or learnt theories will you use to bring about improvement in your performance (e.g. TA, Johari Window, improving empathy, NLP mirroring, modelling, Conflict modes)?
* What resources are available? What strengths can be of help? What threats should be minimised?
* How do you track your progress and measure success? How long will it take to reach your goal?

**Conclusion** (around 100 words)

Sum up key points and look to the future

**References (**in APA style)

**Appendices**  \*Necessary to include the assessments/ exercises analysed in the part about awareness of your communication ability.

Put them in the same order as they are mentioned in the text. Label them as Appendix A, Appendix B and so forth.