**ENGL105 Unit 5 Discussion Board Template**

TO:

CC:

SUBJECT:

[GREETING],

In your first paragraph, address how you can develop and use effective writing and research skills to further educational and academic goals, being sure to consider the types of writings you might be asked to produce, the types of audiences you would address, the platforms or modalities you might use, and the various purposes these writings might have. Use specific examples as support.

In your second paragraph, address how you can develop and use effective writing and research skills to advance your professional and career goals, being sure to consider the types of writings you might be asked to produce, the types of audiences you would address, the platforms or modalities you might use, and the various purposes these writings might have. Use specific examples as support.

In your third paragraph, address how you can develop and use effective writing and research skills to enrich your personal life, being sure to consider the types of writings you might be asked to produce, the types of audiences you would address, the platforms or modalities you might use, and the various purposes these writings might have. Use specific examples as support.

Sincerely,

[YOUR NAME]

[SIGNATURE BLOCK] (Contact Information)