**Assignment**

Your Name (First M. Last)

School or Institution Name (University at Place or Town, State)

**Assignment**

**Question 1:**

For revising and editing my paper, I need to explore all the dimensions of the essay topic, Diversity at the workplace. I will start by noting down all the points that I already have mentioned in the essay. Then I will brainstorm for more ideas and other aspects of the already stated points in the essay. Narrowing down the topic is essential for the well-constructed essay. I will add the important details regarding the already mentioned points in the essay and take out the less important points in the essay. For example, I will further explore the link between the increasing customer base and diversity and add examples. Similarly, I will add examples regarding the racial discrimination and stats relevant to it.

Time management is essential to a well-drafted essay. Before writing I will plan all the paragraphs for the essay and write down all the points that I need to add and subtract from the first draft. Then I will map all the points in the essay. Time spent on planning will ensure that I write my essay on time. It will give me time to revise it, which is essential for quality paper.

**Question 2:**

Providing feedback to the classmate's post was an interesting and challenging task. I enjoyed reading their posts as it gave me the opportunity to understand the different viewpoints regarding the different topics. Reading the ideas of the others opened my eyes to the possibility of different views regarding a similar topic. I feel providing feedback to other's post has helped me to take into account the different ways of writing the opinions and point of views. The biggest challenge that I faced was performing my own research regarding the materials presented in the posts so that I can give my true feedback on the posts. I realized that in my essays I use a similar type of linking verbs while reading the posts of the others. If I peer-review the posts, I will spend less time in collecting material about the unfamiliar terms in the research and focus more on my personal opinions on the posts, as reviewing is based more on the personal opinions then on the information.

**Question 3:**

The topic for my paper was workplace diversity which is important in all sorts of organizations. Thus it can be presented to the any organization's heads i.e. college head, school heads, private and governmental organizations, etc. so that they can understand the importance of diversity and implement it in their organizations. Implementing the key points of the assignment will increase the productivity of their employees and help them build a multi-talented workforce for their organization.

I think this topic can be easily converted into an effective presentation. For presenting the research succinctly, I will make bullet points regarding each dimension of the topic and present similar ideas under one heading and exclude the less important points. It is essential to decide which points are important and which are least important. For this reason, I will pick the key points by taking into account the impact of each point of the organization, society and work efficiency. Diversity has many dimensions and it is essential to explore those dimensions in depth. The presentation should always contain the bullet points, so I will add only the main key points in the presentation and leave the long examples. The other points relevant to key points will be explained orally while presenting the presentation.