



Now that you've
completed the
course, where do
you go from here?

Learning Objectives

By the end of this module, you should be able to

- Identify next steps to continue improving your writing.

Part 2 of the Course

Congratulations on completing the course! Now, how are you going to reinforce your new skills? Here are some actions you can take.

- **Review your goals and create a plan.** Review your goals for this course. What are you able to do now that you could not do before taking the course? What are you able to do better now? Which of your goals need further reinforcement? To take note of these areas, fill out the Personal Action Plan worksheet on the next screen.
- **Sign up for tutorials.** In the future, when you need support on a specific writing project, sign up for a follow-up tutorial. Here are the details:
 - Tutorials are conducted by the staff of the World Bank's Writing and Speaking Skills Program for those who have successfully completed this course.
 - To arrange for a tutorial, contact Elena Gontcharova (egontcharova@worldbank.org) at least one week in advance.
 - Tutorials are available throughout your career at the Bank. As a graduate of *Writing E-Mails and Letters*, you are eligible for three tutorials, which ordinarily should be spaced at least six months apart.
- **Use our resources.** On the Intranet, visit <http://commskills> for tips and resources on writing at the Bank. Select [Resources](#), and you will find a variety of internal and external links.

Personal Action Plan

To make the most of your learning, take a few minutes now to plan how you will incorporate what you've learned and how you will continue the learning process. This action plan will not be turned in; it is just for you.

REFLECTION



Reflection:
Personal Action Plan