

Re: Michael Singh CDCR #T-22165

Subject: Character Reference, R.J. Donovan CF

As a communication studies professor at Southwestern College, I have come to know this student, who is motivated to do the mental heavy lifting necessary for a meaningful college degree. Mr. Michael Singh stands out exceptionally thoughtful, bringing a strong intellectual insight to our classroom environment. He has done consistently excellent work when his assignments are submitted, and his contribution in discussions has been solid. His academic work represents his serious, thoughtful approach to both practical and philosophical issues. I have observed his willing assistance to any other students who need academic help.

I believe this assessment would be incomplete if I limited it to Mr. Singh's academic interface in the classroom. Communication courses allow much discussion that is often personal and wide-ranging, and he has shared valuable linguistic and cultural insights with me. I am confident that I can recommend Mr. Singh as a serious, friendly, confident, polite, person. He is forthcoming and appropriate in conversation, and has a positive attitude that speaks well of his education and realistic sense of a bright future.

Gary Robertson
Professor, Communication Studies
Southwestern College

DATE: April 23, 2025

SWOT Analysis Project Cover and Grade Sheet

Management C100

Include the following items in your Project package:

1. The name of your new company and mission statement on a sheet of paper. (Part 1)
2. The completed SWOT answers to questions concerning internal and external environments that will be affecting your business. These are your notes to help you write your paper. (Part 2B)
3. A SWOT report, approximately 700 – 800 words. The body should be approximately 500-words with the entire report, including the cover page, introduction, conclusion and references for an approximate report length of 700 – 800 words. This report should describe more thoroughly how you envision your company now and in the future. (Part 3)
4. Put the above in order with this Project Cover and Grade Sheet on the top. Staple. Submit to instructor.

Print Name: Michael Singh

Student ID Number: C02092528

Instructor: Maribeth Daniel, MM

CRN: #28299 Fall 2023

SWOT Analysis Project Description	Points Available	Points Earned
1. Company Name and Mission Statement On a single sheet of paper, provide: <ul style="list-style-type: none">• Name of company• Mission Statement (Make sure the mission statement is strong and thoughtful)	10	10/10
2. SWOT Analysis Answers - Simply list your clear and meaningful answers down the page under each of the following four areas (as shown previously in this handbook). <ul style="list-style-type: none">• Strengths• Weaknesses• Opportunities• Threats	15	15/15
3. SWOT Analysis Report (Consists of the following components)	N/A	N/A
APA Layout/Format (refer to section APA Format Guide for specific layout)	5	5/5
Introduction with significant background information	15	15/15
Body (500 words minimum, typed or handwritten neatly using blue or black ink) that is substantial and well written with headings and sub-headings.	30	30/30
Conclusion: research gathered was thoroughly analyzed with logical justifications for the conclusions reached.	15	15/15
Writing Quality: complete sentences, accurate spelling, correct punctuation, and college-level /business vocabulary	10	10/10
4. Extra Credit: If you include references to another's work or idea, and you include the citations correctly (refer to APA Citation Guide ; see <i>Table of Contents</i> for specific page number within this handbook)	Up to 5	5/5

Instructor Comments and Grade:

Total:

105/100

Michael, you submitted an outstanding SWOT analysis. Your work reflects a deep understanding of the strategic elements involved in assessing the Para Legal Solutions internal and external factors.

1. Company Name and Mission Statement: Your choice of a compelling company name helped. It set the stage for a comprehensive analysis of the organization's strengths, weaknesses, opportunities, and threats. Your mission statement was excellent.

2. Simple and Meaningful SWOT List: Each point was clearly articulated and directly related to the company's internal or external environment. This simplicity enhances the overall clarity of your analysis.

3. Introduction with Background: Your introduction was well-crafted, providing a context for the SWOT analysis. The background information about the company set the stage for readers to understand the subsequent analysis.

4. Body of 500 Words: The body of your analysis demonstrated a thorough exploration of each component of the SWOT framework. Your elaboration on strengths, weaknesses, opportunities, and threats was insightful and supported by relevant examples.

5. Conclusion Supported by Logical Justification: Your conclusion effectively summarized the key findings of the SWOT analysis. You demonstrated a strategic mindset and an ability to translate insights into actionable recommendations.

6. College-level Writing Quality: The language used was appropriate for a college-level assignment, demonstrating a command of academic writing conventions. You conveyed complex ideas in a clear and organized manner.

7. APA Citations: I appreciate the extra effort you put into incorporating correct APA citations. This attention to detail not only enhances the credibility of your analysis but also showcases your commitment to academic integrity. Well-done on earning extra credit for this.

In conclusion, your SWOT analysis exemplifies a comprehensive, well-structured, and thoughtfully executed piece of work. Your paper followed a nice format and was neatly printed. You have excellent penmanship skills. Thank you.

M. Daniel