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Module Code: LCHS4001_BIRM

Module: Academic and Employability Skills

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Complete the template below (use the prompts in the Task 2 information document to help)

- Take your time, there is no limit – you have until Friday of Week 8 to submit
- Use any notes you have already made to help
- The boxes will expand when you type

Section	Your response (Use your own words!)
1. Research	• I started my research for the role of care assistant through search engine websites. • I found some good websites such as NHS Careers and National Careers Service. • It was difficult to differentiate what websites were authentic and which were not. • Now that I have some experience in research, I feel pretty confident using different sources. • The CRAAP test aided me to understand the authenticity of websites which built my confidence.
2. Presenting	• I prepared for my presentation by making notes, flashcards and practising aloud. • I was able to present in the given time and remembered most of the details, although it was difficult for me to stay calm and relaxed. • For the next time, I will give myself more time to better manage the stress and practise more.
3. Challenges you faced	• When it comes to research and presentation, I am quite confident about making notes and studying everything in depth. • What I find hard is the use of technology and knowing what website is authentic enough. • Few one-on-one sessions on how to better use search engines and some guidance on rephrasing and writing would help improve a lot.
4. Actions to improve	• For the next term when things will step up in terms of difficulty, I will try to improve my skills of research using different techniques. • Better communication, organisational and technology skills (Microsoft Office, Use of search engines using keywords and different soft-wares) will help me a lot to get better in research and presentations.
5. Further steps needed to Prepare for Task 3	• I intend on continuously trying to improve my skills in education. • For this reason, I need to set various goals which I will work on.

	• I need to focus more on building my confidence, improving my communication and technology skills. • I will work more on using better keywords and research platforms to expand the horizons of my research. • In the end, I will be able to successfully complete my task 3 with all the gained skills and knowledge.
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