

TASK DESCRIPTION

Task 1: Reading & Notes (Equivalent 1,000 words) Deadline: Week 4 30%

In this task, you will create A3 notes based on a text provided in **Week 3**. You will then upload a photo of your notes and answer five short questions about the text, along with a one-sentence reflection, using the provided template.

In-class steps to prepare for the task:

1. Take part in the Week 3 Notes → Understanding activity.
2. Create A3 notes (mind map) based on the text provided.
3. Upload a clear photo of your A3 notes to Moodle.

At-home steps to complete the task:

2. Answer the following questions using the template provided:
 - a. What is the main idea of the text?
 - b. What are two key points?
 - c. What part of the text did you find most important? Why?
 - d. Was anything unclear or difficult to understand?
 - e. How did your group help you understand the text better?
3. Write one sentence reflection: What did you find challenging about this task?

Task 1 – Reading Task Template (Text only)

1. Answer these questions using the sentence starters below

a. What is the main idea of the text?

The main idea is that

b. What are two key points?

One key point is

Another key point is

c. What part of the text did you find most important? Why?

The most important part is

d. Was anything unclear or difficult to understand?

I was not sure about

e. How did your group help you understand the text better?

My group helped me by

3. One sentence reflection

Question: What did you find challenging about this task?

The hardest part was

The text provided is an adapted version of: **BBC News (2026)** *Viral chicken shop draws customers from hours away*. BBC News. Available at: <https://www.bbc.co.uk/news/articles/cm2701py5np0>

Task 2: TEEL Writing (Equivalent 1,000 words) Deadline Week 8 30%

In this task, you will learn about paragraph structures in class and write a first draft of a paragraph based on one of **three topic options**. You will then complete short practice activities at home and submit an improved second draft (100–150 words) using the provided template.

In-class steps to prepare for the task:

1. Participate in Week 6 paragraph workshop (modelling, activities).
2. Complete an in-class paragraph draft (15–20 mins), handwritten or typed into a draft folder.
3. Upload or photograph draft to Moodle

At home steps to complete the Task:

1. Complete paragraph structure related mini tasks:
 - i. Choose correct topic sentence
 - ii. Choose evidence + justify
 - iii. Choose the best explanation
 - iv. Choose link sentence
2. Create and submit the second draft of the in-class paragraph in the final links on Moodle (100–150 words).

Paragraph Topics:

1. Write a paragraph on the importance of motivation in the workplace
2. Write a paragraph on how to build resilience in the workplace
3. Write a paragraph on the importance of communication in the workplace

Task 3: Source Evaluation + Reflection (Equivalent 1000 words) Deadline Week 10 40%

In this task, you will choose a business topic, find one good academic source, evaluate it using the template provided, and then make a **short 5 minute recorded presentation** with a brief reflection on what you found difficult and what you learned.

What you need to complete:

1. You should choose **one** of the following two business topics:
 - a. **Topic 1:** The use of social media to promote businesses
 - b. **Topic 2:** Importance of customer service for business success
2. You have to find one reliable and relevant source related to the chosen topic.
 - i. Please Use the Source Evaluation template provided.
3. Create a short 5-minute recorded presentation explaining why you chose this source.
 - i. Discuss the points included in the source evaluation template
 - ii. Include a short reflection:
 1. What did you find difficult about this task?
 2. What did you learn from it?

Task 3 – Source Evaluation Template (Text only)

Student Details

Name and student ID:

Topic chosen:

Title of source:

Author(s):

Year published:

How did you find this source?

(e.g. Google Scholar, library database, google)

Why did you choose this source?

(Think about relevance, credibility, usefulness)

Is it relevant to the topic?

Is this a useful article?

Is this an academic source?

When was it published? Is it recent enough? Why?

Author Credibility

Who is the author? What are their qualifications or expertise?

Reliability

Is the source reliable? Why?

(Consider journal, publisher, peer review, citations)

5-Minute Presentation Structure

1. Introduce topic and source
2. Explain how you found the source
3. Evaluate credibility (author, date, reliability) - To do so, you will need to respond to the above questions.
4. Short reflection – What did you find difficult about this task?
5. What did you learn from this task?

