ASSESSMENT DESCRIPTION

Assessment 1: Reading & Note-Taking
Deadline: Week 4 (30%)

In this Assessment, you will create A3 notes based on a text provided in **Week 3**. You will then upload a photo of your notes and answer six short questions about the text, including two reflective questions, using the provided template.

In-class steps to prepare for the Assessment:

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 **and** to the template you submit.

At-home steps to complete the Assessment:

1. Answer the following questions using the template provided:
   A. What is the main idea of the whole text?
   B. What is one key point that supports the main idea, and which specific example from the text shows this?
   C. What is a different key point that supports the main idea, and which specific example from the text shows this?
   D. Which part of the text do you think is most important, and why?

Reflection

   E. What did you find difficult in this Assessment (including in-class components), and why was it difficult?
   F. What helped you with this difficulty, and how did it help you?

2. Upload your completed template to **Moodle** using the AS1 Link in the Assessment Information and Submission Tile

Assessment 1 – Reading Assessment Template

PART 1: Upload your photo of your A3 in-class notes here:

PART 2:

- Answer every question below in 1-3 **full** sentences.
- Use your own words. Do not use generative AI to answer these questions.
- Include a specific detail from the text when asked.

REMINDER

- The main idea is the overall message of the whole text.
- A key point helps to explain the main idea.
- A specific detail or example from the text shows that the key point is true.

Questions

A. What is the main idea of the whole text?
B. What is one key point that supports the main idea, and which specific example from the text shows this?
C. What is a different key point that supports the main idea, and which specific example from the text shows this?
D. Which part of the text do you think is most important, and why?

Reflection:

E. What did you find difficult in this Assessment (including in-class components), and why was it difficult?
F. What helped you with this difficulty, and how did it help you?

The text provided is an adapted version of: **BBC News (2026)** *If you post it, they will come: The businesses turning likes into livelihoods*. BBC News. Available at: https://www.bbc.co.uk/news/articles/cm2701py5npo

Assessment 2: TEEL Writing
Deadline: Week 8 (30%)

In this Assessment, 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 Assessment:

1. Participate in Week 6 & 7 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 Assessment:

1. Complete paragraph structure related mini-Assessments on the final submission template:

   a. Choose correct topic sentence
   b. Choose evidence + justify
   c. Choose the best explanation
   d. Choose link sentence

2. Copy and paste the final draft of the in-class paragraph (**100–150 words**) in the final submission template. Include 1-2 citations and a **reference list** for your paragraph

3. Upload your completed template to **Moodle** using the AS2 Link in the Assessment Information and Submission Tile

The template should include:
A) the completed mini-Assessments
and
B) your paragraph/reference list entered at the bottom of this template

Paragraph Topics (you must choose and write a paragraph on the template about ONE of these 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

Assessment 3: Reflective Presentation
Deadline: Week 10 (40%)

For Assessment 3, you will record a short **3–5 minute reflective presentation** about your experience in the Academic Skills module. You will submit it via the Assessment 3 submission link.

You should reflect on what you have learned during the 10 weeks of the module and explain how this learning will help you in your future university studies and/or professional life.

You do **not** need to create PowerPoint slides. You only need to submit your recorded video.

A planning template will be provided to help you prepare your presentation. You do **not** need to submit the template, but your presentation should cover the main points from it.

In your presentation, you should:

1. Introduce what you are going to talk about
2. Explain 1 or 2 academic skills you have developed
3. Give specific examples of your learning from the module to show how you developed your chosen skill(s), such as a class activity, worksheet, piece of feedback, assessment workshop, or assessment
4. Explain one challenge you had during the module and what you did, or will do, to improve
5. Explain why your chosen skill(s) are important for your future studies or workplace development
6. Finish with a clear closing point about what you will take forward

You should try to use a clear presentation structure:

Opening → Key points with examples → Clear close
This assessment is not about perfect English. It is about showing that you can reflect on your learning and communicate your ideas clearly.

Upload your completed template to **Moodle** using the AS3 Link in the Assessment Information and Submission Tile