



ACE Practical Portfolio

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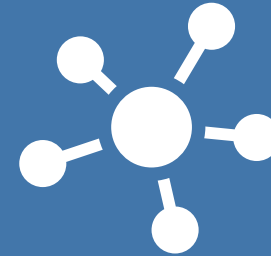
Programme: CertHE Skills for the Workplace

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Time management

- Time management is a method of organizing and planning how to divide your time between activities. Being able to manage your time benefits you to work smarter, it avoids wasting your time, getting stressed, and you'll be able to get more done in less time.
- In my opinion managing your time it's the safest way of achieving your goals by putting them in order, Its very challenging because we all have that one especial hobby that we like to do and we end up wasting all our time in that one task and not being able to complete the rest .



What is referencing

- Referencing is providing a book, article or link with citations of source of information
- Referencing gave me a knowledge that when you use someone else's work you must identify the original source and it's a way to provide evidence to support the statements and claims in your own assignments.

References



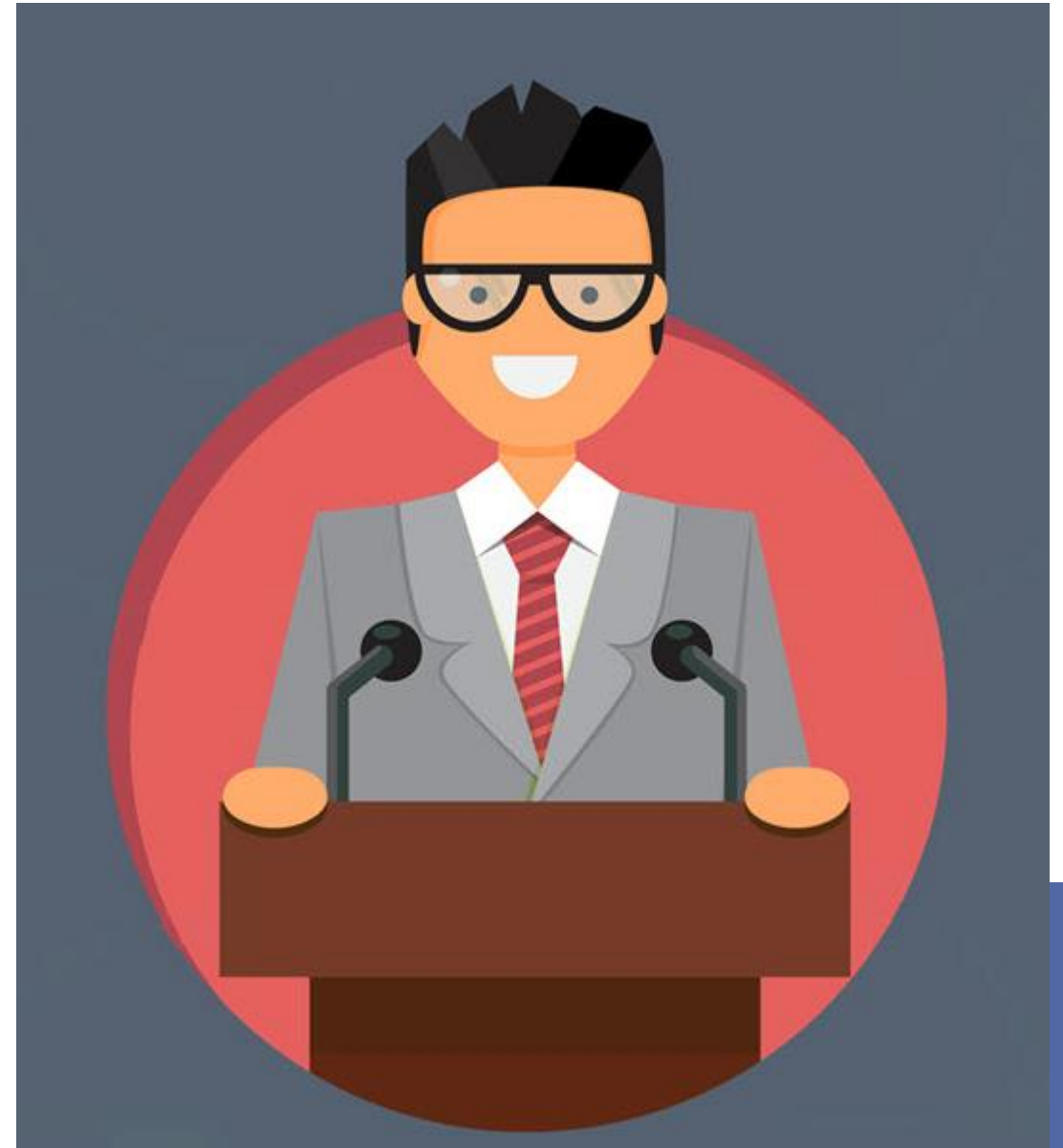
Public speaking and giving presentations

Public speaking is important in business, education, and the in the outside world. There are many benefits to speaking in public whether you're an normal person or if you have a business.

Public speaking its when you are presenting something to a group of people.

It's a special method of interaction in education.

You will likely be asked to give a presentation in one of your modules, classes, lessons, or in your future career witch may also involve public speaking. It's important to improve this skill for this form of communication.



Online Learning Experience

In my opinion online learning it has been very challenging because its something that we are not very used to do. I know we love the fact that we are working form our comfort home, but at the same time some of us olive with a lot of people so there is noises in the house, and its easer to get distracted.

I would prefer to be in a physical classroom doing my work because I'll have opportunity of asking questions when needed, and in my own opinion, I think it is much more operational than online learning, and I'd pick a physical classroom over online. It's simply because its easier for me to understand the lesson plans and put my understanding into effect.



Reference

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