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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	For this task, I started by exploring my chosen topic through several sources, including online journals, educational websites, and my class materials. My goal was to gather accurate and up-to-date information to strengthen my presentation. I searched for key facts, statistics, and real-life examples that would make my points more persuasive. I also compared different perspectives to ensure my presentation was well-balanced and informative. Taking detailed notes helped me organise my research and gain a clearer understanding of the topic before designing my slides.
2. Presenting	During the presentation, I focused on speaking clearly and confidently while maintaining good eye contact with the audience. I practised multiple times to ensure I kept within the time limit and remembered my main points. I used visual aids such as slides to emphasise key ideas and make the content easier to understand. I also encouraged audience engagement by asking questions and checking for their reactions. As I rehearsed and received constructive feedback from my tutor and classmates, my confidence and delivery improved significantly.

3. Challenges you faced	One of the main challenges I encountered was controlling my nerves when speaking in front of an audience. At first, I tended to speak too fast and occasionally forgot some of my key points. I also found it challenging to condense large amounts of information into short, clear sentences. Another difficulty was making sure my slides were not overloaded with text or unnecessary details.
4. Actions to improve	To improve, I plan to continue practising my presentation skills, particularly my pacing and clarity. I will rehearse in front of friends or record myself to evaluate my tone, body language, and timing. I will also focus on designing simpler slides with visuals that support my speech rather than distract from it.
5. Further steps needed to Prepare for Task 3	In preparation for Task 3, I will conduct deeper research to add more supporting evidence to my arguments. I will also review all feedback carefully and apply it to strengthen my next presentation. My aim is to become more confident, organised, and engaging when communicating my ideas.

