

DS3: Digital Portfolio & Reflective Report

MODULE ASSESSMENT

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SECTION 1: PORTFOLIO EVIDENCE

EVIDENCE 1: A LETTER TO MY LINE MANAGER

What the work is: This task involved drafting a formal business letter formatted for communication with a workplace line manager.

What skill it shows: It highlights my development in professional written communication, formal document design, and corporate tone management.

What I learned: I learned how to structure a business document cleanly, maintain a highly professional tone, and present key workplace information so that it is easy for an audience to read and understand quickly.

SECTION 2: SKILLS AND DIGITAL TOOLS UTILIZED

This module helped me build a variety of critical digital and academic skills that are highly relevant to both university and professional environments.

Planning & Organisation: These skills were essential throughout the term for keeping track of my tasks, managing my files, and ensuring all assignment deadlines were met.

Research Skills: I developed stronger research habits to find useful data online, alongside learning how to check sources to ensure they were completely reliable before using them.

Microsoft Word: Word helped me learn how to format documents cleanly, use

professional

text styles, and keep my document layout organized.

Microsoft Excel: Excel proved highly useful for organizing raw data and structuring information in a simple, structured, and easily readable way.

Section 3: What Was Hard at First

At the very start of the module, I found it quite hard to organise my work properly, as managing multiple files and digital tasks felt overwhelming. I also recognized that I needed much more practice with choosing reliable information from the internet and figuring out the best way to present it clearly to an audience.

Some digital tasks felt genuinely confusing at first because I was still in the middle of learning how to navigate the software tools. However, through steady practice and repetition, I have built my confidence. Now, I can complete these exact same tasks independently with far less external help.

Section 4: Future Application and Conclusion

The digital and organizational capabilities I have developed during this module will assist me across multiple areas of my life:

Useful for Study: These skills are highly beneficial for my ongoing education because they help me stay organised and present my academic work clearly to my tutors.

Useful for Work: They are directly transferable to employment because most modern jobs actively look for people who can use digital tools smoothly and efficiently.

Personal Growth: Transitioning to a place where I can work more independently is a big personal improvement for me.

In conclusion, this module has successfully made me feel much more prepared for future digital tasks in college, work, and my daily life.