

# **LCLM4001 Assessment Information Sept 26**

**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:

1. What is the main idea of the whole text?

-The main idea of the whole text is to explain the requirements and steps for completing Assessment 1, which focuses on reading and note-taking skills.

1. What is one key point that supports the main idea, and which specific example from the text shows this?

-One key point that supports the main idea is that students need to create A3 mind map notes based on the provided text as part of the assessment process

1. What is a different key point that supports the main idea, and which specific example from the text shows this?

-A different key point that supports the main idea is that students must answer reflection questions in their own words to demonstrate understanding of the text. This highlights the importance of personal engagement with the reading material and ensures students develop independent comprehension and note-taking skills.

1. Which part of the text do you think is most important, and why?

-The most important part of the text is the section that outlines the two main tasks for the assessment: creating A3 mind map notes based on the provided text and answering the reflection questions in your own words. This section is crucial because it clearly explains what you must do to successfully complete the assessment and what evidence you need to submit. It sets the foundation for meeting the requirements and achieving a good result.

**Reflection**

1. What did you find difficult in this assessment (including in-class components), and why was it difficult?

-What I found difficult in this assessment was creating A3 mind map notes by hand during the in-class activity. It was challenging because I am more used to taking linear notes or using digital tools, so organising information visually on a large sheet of paper felt unfamiliar. Making sure all the important points were included and connected clearly in the mind map took extra time and effort.

1. What helped you with this difficulty, and how did it help you?

-What helped me with this difficulty was looking at sample mind maps and following the step-by-step instructions provided in class. Seeing examples gave me a clear idea of how to organize my information visually and how to use branches and keywords effectively. The instructions broke the process down into manageable steps, which made it easier to start and complete the mind map without feeling overwhelmed.

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

### Assessment 1 – ReadingAssessmentTemplate

PART 2: Upload you photo of A3 in-class here:

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#### 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.
- Specific detail or example from the text shows that key point is true.

#### Questions

1. What is one key point that supports the main idea, and which specific example from the text shows this?

-This shows that using a digital camera or a phone camera is necessary to capture and submit your handwritten mind map as part of the assessment process.

1. What is a different key point that supports the main idea, and which specific example from the text shows this?

-This demonstrates the practical use of a digital camera (or a phone camera) to document and submit your work, ensuring that your handwritten notes are properly included in your assessment submission.

1. Which part of the text do you think is most important, and why?

-The most important part of the text is the instructions about creating and submitting the A3 mind map notes and answering the reflection questions in your own words

Reflection:

1. What did you find difficult in this assessment (including in-class components), and why was it difficult?

-One difficulty I faced in this assessment was organizing all the information from the reading into a mind map on a large A3 sheet during class.

1. What helped you with this difficulty, and how did it help you?

-This support gave me more confidence and helped me create a clear, effective mind map without feeling overwhelmed.

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/cm2701py5np0>

**Assessment 2: TEEL Writing.**

**Deadline: Week 8 (30%).**

participate in week 6-7 paragraphwork ( modelling, activitie )

In thisAssessment, you will learnaboutparagraph structuresin class and write a first draft of a paragraph based on one of**three topic options**. You will then complete shortpractice activities at home andsubmitan improved second draft (100–150 words) using the provided template.

**In-class steps toprepare fortheAssessment:**

1. Participate in Week 6& 7paragraphworkshop (modelling, activities).
2. Complete anin-classparagraphdraft (15–20 mins), handwritten or typed into a draft folder.
3. Upload or photograph draft to Moodle



**At home steps to complete theAssessment:**

1. Completeparagraphstructure relatedmini-Assessments on the final submission template:

1. Choose correct topic sentence

-Kristy Chamberlain says people travel to her prom shop from as far as Cyprus

1. Choose evidence + justify

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Among them is Krystalls Boutique, a prom dress shop in Leigh-on-Sea, whose team's sketches based on funny moments they have observed in the shop have racked up millions of views.

1. Choose the best explanation

-Kristy Chamberlain, who opened the shop in 2012, says teenagers travel from the Channel Islands and even Cyprus to pick

out a frock after seeing the skirts.

1. Choose link sentence

-<https://www.bbc.com/news/articles/cm2701py5np0>

1. 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

-Motivation plays a crucial role in the workplace because it directly influences employee performance, satisfaction, and overall productivity. When employees feel motivated, they are more likely to be engaged in their tasks, show initiative, and strive for high-quality results.

1. Write a paragraph on how to build resilience in the workplace

-Building resilience in the workplace involves developing strategies that help employees adapt to challenges, recover from setbacks, and maintain a positive outlook during periods of stress or change.

1. Write a paragraph on the importance of communication in the workplace

-Communication is vital in the workplace because it ensures that information is clearly shared, tasks are understood, and collaboration is effective among team members.

### **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

-In this paragraph, I will discuss the importance of communication in the workplace. I will explain how effective communication contributes to better teamwork, helps prevent misunderstandings, and supports a positive and productive work environment.

1. Explain 1 or 2 academic skills you have developed

-One academic skill I have developed is effective note-taking.

1. 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

-For note-taking, a specific example of my learning is the in-class activity where we created A3 mind map notes based on a reading text

1. Explain one challenge you had during the module and what you did, or will do, to improve

-One challenge I had during the module was managing my time effectively when completing reading and note-taking tasks.

1. Explain why your chosen skill(s) are important for your future studies or workplace development

-The skills I have developed, such as effective note-taking and critical thinking, are important for my future studies and workplace development because they help me learn and perform better in any environment.

1. Finish with a clear closing point about what you will take forward

-In conclusion, I will continue to build on my note-taking and critical thinking skills because they are essential for my academic success and professional growth.

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