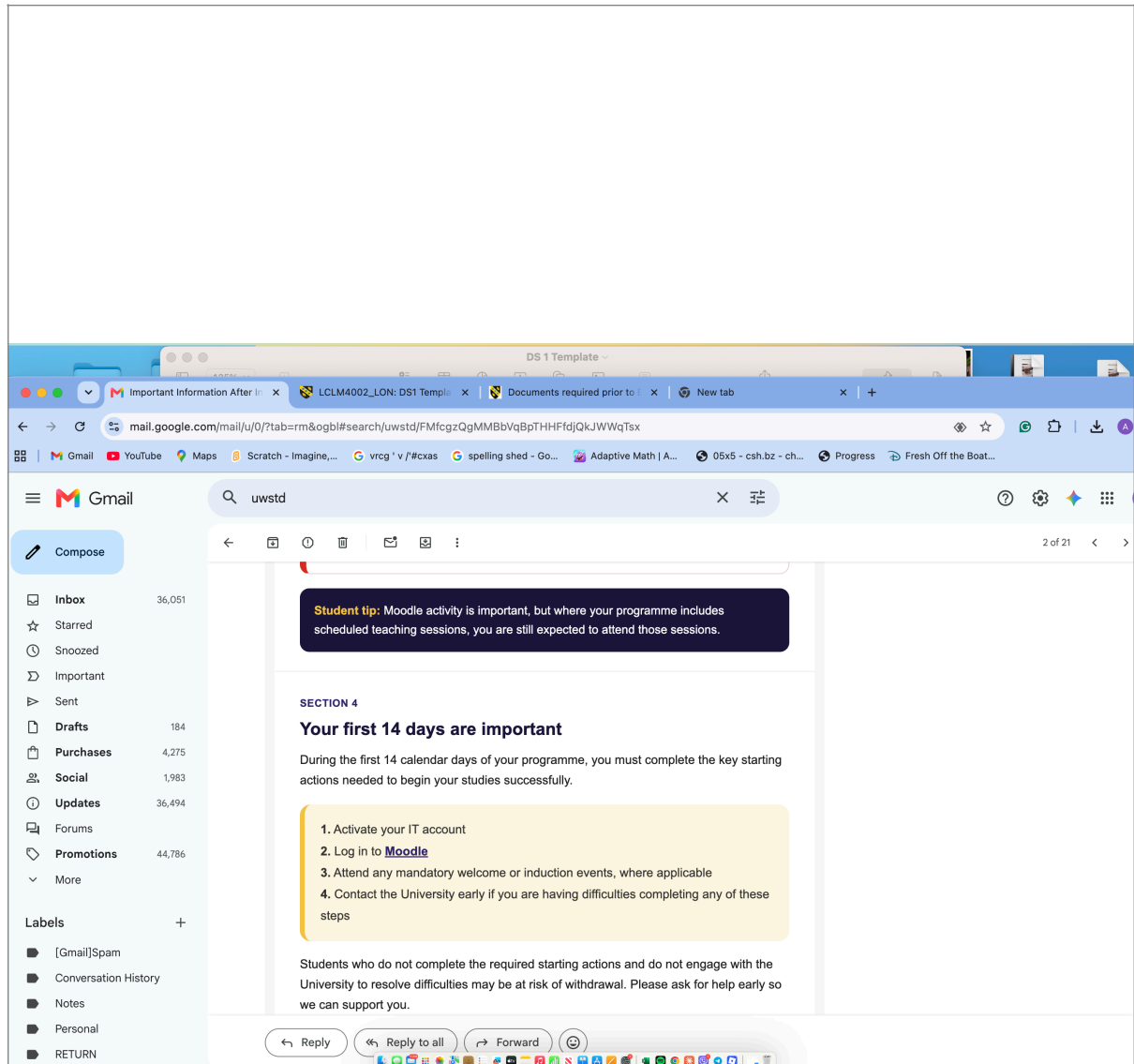


DS 1 Template

My Screenshots/Photos

- Please add 4–6 screenshots or photos of your digital life.
- You can use your phone or laptop.
- For each screenshot, write one or two sentences explaining what it shows.

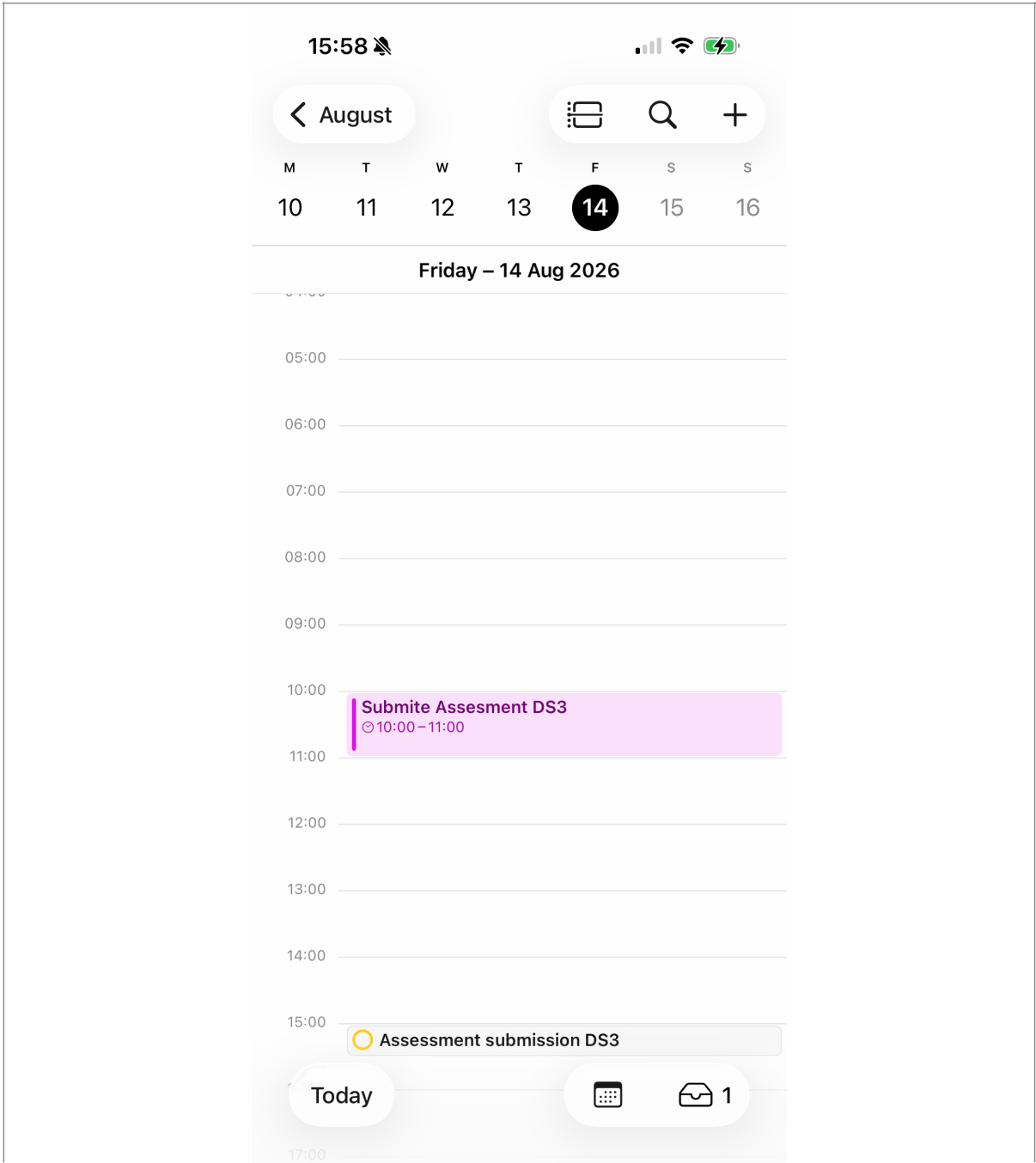
Screenshot/Photo 1



I use digital tools in my regular life, like Gmail and Outlook. This image shows how I use university email, which helps me communicate with and keep track of my interactions with the university. Additionally, I use email services like Gmail for my personal life, keeping my life organised and allowing me to communicate without any issues.

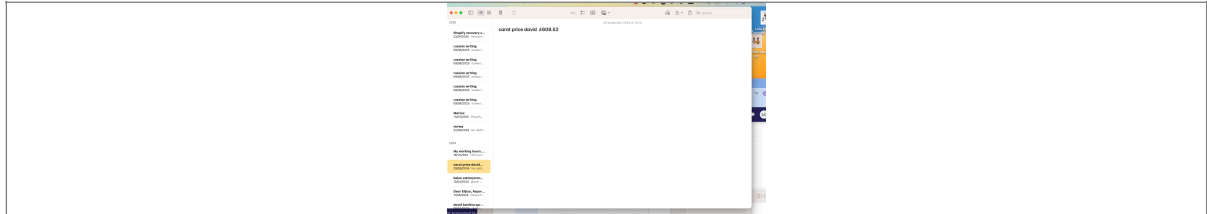
Screenshot/Photo 2

Table 2



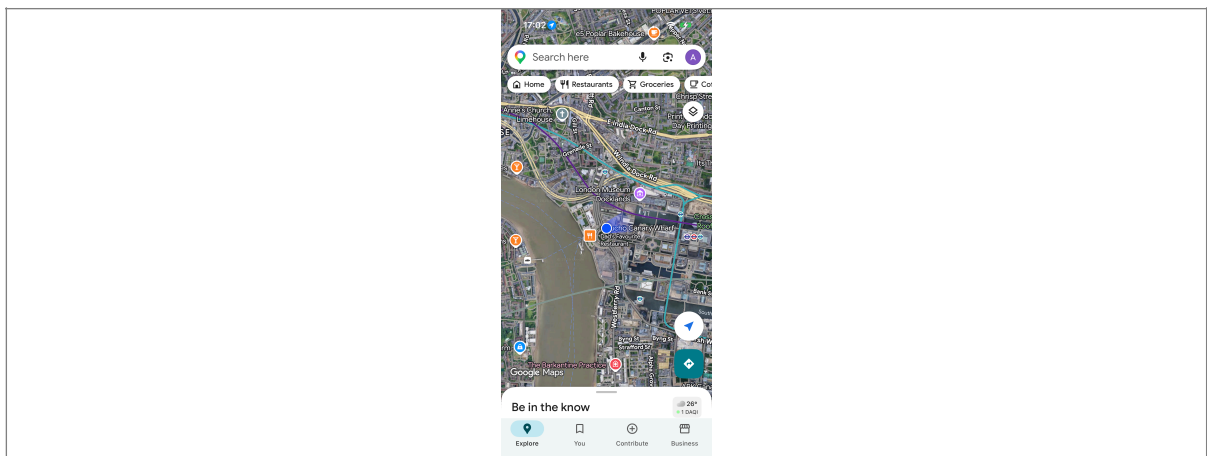
In the second image, I’m showing how I use the calendar on my Mac and iPhone. It’s an essential tool often used to organise my personal life and my work life as well as my studies. It helps significantly to improve my organisational skills and improve on time managment skills.

Screenshot/Photo 3



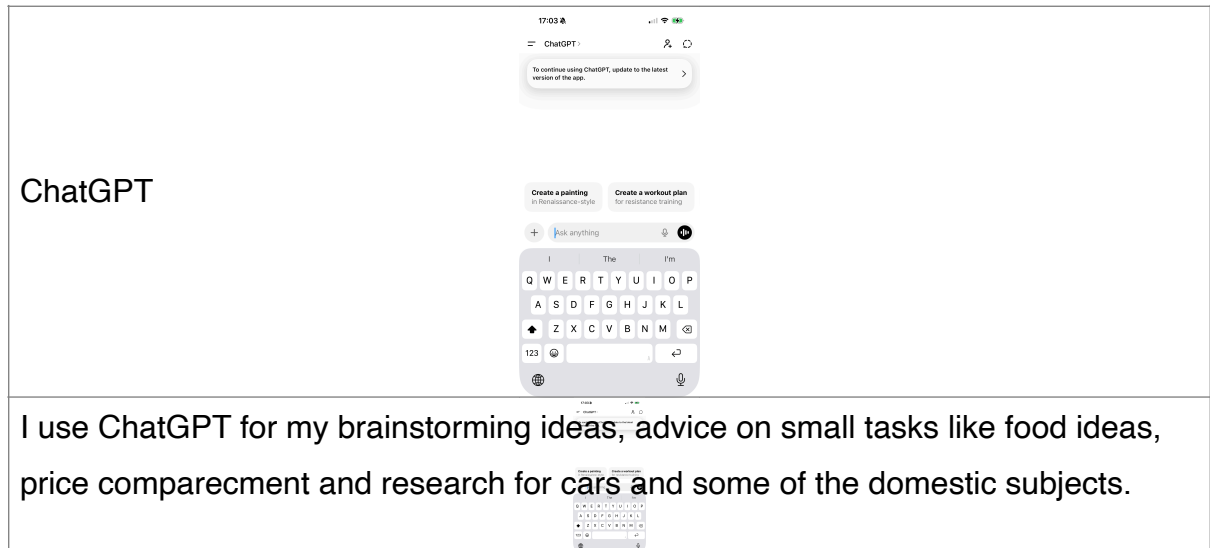
My third screenshot shows another example of how I use the digital world in my personal life. I use the “Notes” application for Mac and iPhone on my devices. It helps a lot with my personal notes to keep track of information I need, it helps significantly as it has a scan, which gives huge help, when you need to scan documents, passport copies and many other useful tools. Which not only saves time, but it’s also saves money.

Screenshot/Photo 4

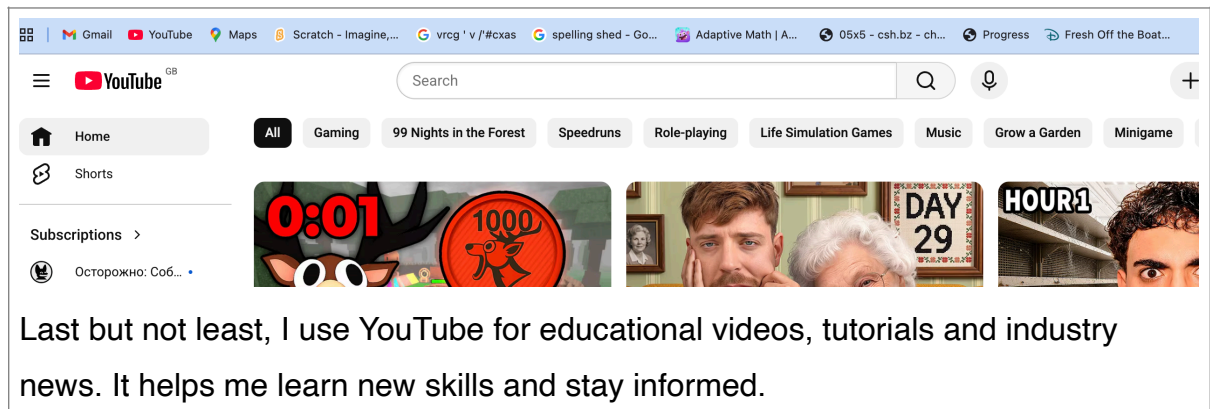


The screenshot shows the navigation Google Maps application I use on my phone as well as Mac, when I’m travelling around London and visiting clients, also it helps me locate local museums and businesses not only in the UK but all over the world and plan all your travel arrangements in advance.

Screenshot/Photo 5



Screenshot/Photo 6



My Short Reflection

- Write 5–8 simple sentences about your digital life.
- You can use the sentence starters below if helpful.

Digital technology is a big part of my everyday life. I use it for studying, work communication and organisation. AI tools like ChatGPT help me improve my writing and develop new ideas. Social media helps me connect and communicate with people, stay up-to-date on new trends, and follow the latest news from around the world. Digital apps and calendars help me manage my time more efficiently. At the same time, I balance my time online with my offline activities. Overall, digital tools help me to be more productive, creative and connected.

Sentence starters

- I use digital tools to ...
- I feel confident when I ...
- I want to improve ...
- I often use these tools: ...
- I sometimes feel nervous about ...
- I hope this module will help me ...
- Digital skills are important for me because ...

You can write more if you want.

Submission Checklist

Before you submit, please check:

- ☐ I added 4–6 screenshots
- ☐ I wrote short sentences for each screenshot
- ☐ I wrote my short reflection
- ☐ My work is my own
- ☐ My file opens correctly
- ☐ My file opens correctly