

Subject: Schedule for LCHS4007 Group Presentations

Dear Students,

Now that you finalised your presentation groups in week 4 (Saturday, 3 October 2026), please find in the **next page** the presentation timetable.

Important notes

- For each group, presentation slides of all the members should be combined into ONE presentation, and each member of the group must submit the same combined presentation via the Moodle submission link by **10:00 am on Monday, 12 October 2026**.
- Each presenter has 5 minutes, including the question-and-answer. Please prepare your presentation slides keeping the **5-minute timeframe** in mind. Time management is important, so please rehearse your presentation beforehand.
- Please **arrive 15 minutes before** your scheduled presentation time. During the presentations, only the members of the presenting group should remain in the classroom. Once a group has finished, they may leave and the next group will enter.

Instructions for group work (just to refresh our memory)

1. Choose one workplace task as a group

As a group, you should choose ONE workplace task from the following list:

- Staff communication and daily updates
- Secure file storage and sharing of service user documents
- Writing care-related documents/care records
- Staff scheduling/rotas and visits
- Staff training and sharing learning materials

The whole group should work on the same workplace task and then decide which Microsoft 365 tool is most suitable for that task.

2. Individual presentation points

After choosing your workplace task and Microsoft 365 tool, each group member should allocate among themselves the following points so that all the points are covered:

1. What the chosen workplace task involves
2. Which Microsoft 365 tool the group selected
3. Why the tool is suitable for the task
4. How it improves efficiency or communication
5. Advantages and limitations of using the chosen tool
6. Recommendations for how Ashford can implement these changes

Please make sure that all members contribute to the same group presentation, even though each member will present different points.

Best wishes,

Dr Masud Siddiqui

Schedule for group presentation
Digital Skills and Research Methods (LCHS4007)
Date: Saturday 17 October 2026
Venue: Lecture Room 07 Victoria House

	Name	ID	Email	Time
Group A	ABDURRAHMAN AFOLABI ADEBIYI	2618413	2618413@student.uwtsd.ac.uk	09:25
	ANGELA NEMBO RUZINGI	2615061	2615061@student.uwtsd.ac.uk	
	MARY LUCHI BETONIO SABACO	2616714	2616714@student.uwtsd.ac.uk	
	SADIA YAQUB	2119128	2119128@student.uwtsd.ac.uk	
	SONIA NAWAZ	2614815	2614815@student.uwtsd.ac.uk	
Group B	ATHAR ALI KHAN	2615086	2615086@student.uwtsd.ac.uk	10:00
	GURDEV SINGH	2606114	2606114@student.uwtsd.ac.uk	
	ISMAIL SHAIKH	2615577	2615577@student.uwtsd.ac.uk	
	MARIANA-LOREDANA VOSCIAUC	2615266	2615266@student.uwtsd.ac.uk	
	SHANKAR SINGH SWALI	2606113	2606113@student.uwtsd.ac.uk	
Group C	FATHIMA MALIK	2613103	2613103@student.uwtsd.ac.uk	10:35
	PAUL ANTHONY MCLYMONT	2606812	2606812@student.uwtsd.ac.uk	
	SHABANA MALIK	2614224	2614224@student.uwtsd.ac.uk	
	YUSRA AHMED	2615376	2615376@student.uwtsd.ac.uk	
Group D	FIDELIS NGWU MBA AGU	2542802	2542802@student.uwtsd.ac.uk	11:00
	GRACE ESEBETTA ASEMOTA	2604741	2604741@student.uwtsd.ac.uk	
	NADIA DAHMANI	2424516	2424516@student.uwtsd.ac.uk	
	SEARE MENGSTEAB	2522858	2522858@student.uwtsd.ac.uk	
	ZAMZAM ABDULLAHI HUSSEIN	2617173	2617173@student.uwtsd.ac.uk	
Group E	FATIMA SULMAN	2613780	2613780@student.uwtsd.ac.uk	11:35
	JUNAID IJAZ KYANI	2611261	2611261@student.uwtsd.ac.uk	
	LIABA RUBB	2616157	2616157@student.uwtsd.ac.uk	
	MUNAZZA JUNAID	2611260	2611260@student.uwtsd.ac.uk	
	VIKTORIA YEVCHUK	2614205	2614205@student.uwtsd.ac.uk	
Group F	SANAH ARAF HASSAIN	2610258	2610258@student.uwtsd.ac.uk	12:10
	THERESIA AINCET	2611454	2611454@student.uwtsd.ac.uk	
	SAMAN ZAFAR	2615089	2615089@student.uwtsd.ac.uk	
	SADAF BATOOL	2607158	2607158@student.uwtsd.ac.uk	
	ANYSHA MARIA SALEEM	2614223	2614223@student.uwtsd.ac.uk	
Group G	CYRUS REECE AHORON IFIL	2617139	2617139@student.uwtsd.ac.uk	12:45
	LEE ANTHONY CRAIG MILLS	2605705	2605705@student.uwtsd.ac.uk	
	RUBEKAH HUSSAIN	2612599	2612599@student.uwtsd.ac.uk	