



Name: Vlasta Tancosova

Student ID: 2535023

Module Code: LCHS 4001

Module: Academic and Employability skills

Lecturer: Emmanuel Asante

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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 9 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	When looking into the role and work of a nurse, I used trusted sources like NHS guidelines, official nursing rules, and health information websites. I made sure the facts were up to date and showed what nurses do in hospitals or local care here. Because I have caring responsibilities, I split my work into short, quiet times so I could focus well.
2. Presenting	I spoke clearly and used short notes instead of reading word-for-word, so I sounded natural. I explained points simply — like how nurses help patients, work in teams, keep records, and make sure people are safe — so listeners could follow easily. I used small real-life examples to make the points easier to understand.
3. Challenges you faced with your presentation	Sometimes it was hard to find quiet time to work or record. I felt a little nervous and sometimes spoke too fast. Finding exact details about local rules or the day-to-day work of nurses in Birmingham also took longer than I thought.
4. Actions to improve	Next time I will make a simple plan with small goals for each part. I will practise speaking more to feel calmer and clearer. If I cannot find what I need quickly, I will ask my tutor sooner for help or ideas on where to look.
5. Further steps needed to Prepare for Task 3	For the report, I will start planning early so I do not rush. I will keep all my notes and useful links in one place so I can find them easily. I will read instructions carefully and make sure I use clear facts and examples to support what I write.

