BMSW 4001 Resit August 2021 - Assignment Proposed Structure for Task 2

Task 2	**Using the formative feedback received from completing in-class activities, individually produce a reflective report on how the learning in this module has helped you develop a range of employability skills**	
Title page	Student Name: Student ID: Module code: Assignment section: Lecturer's name:	
Table of content	The contents page should list the different headings together with the page numbers. Your contents page should be presented in such a way that the reader can quickly scan the list of headings and locate a particular part of the report. Whatever numbering system you use, be sure that it is clear and consistent throughout.	
Introduction.	-Describe the purpose of **Task 2** report -Define employability skills and explain why it is necessary and/or useful -A brief description of Task 2 report structure and the reflective model (for example the Gibbs reflective circle) you will apply in your reflection.	100 words, with citation(s)
Body Task2	Chose between 3 to 5 employability skills completing the activities and the learning in this module has helped you develop. • Time Management skill • Note taking • Written Communication skill • Finding information / Researching skill • Critical thinking skill • Presentation skill • Digital skill • Team working skill • Planning and organisation For each skill: -Cite and support your citation(s) with content from the source(s) you read to know more about the skill. - Apply a reflective model and explain the activity completed and how the feedback collected through completing the activity is helping you to develop/improve on the chosen skills using specific examples. -Explain how you are developing the chosen skill and the tool you are using. Examples of such tools are: 4D for time management, CRAAP	1800 words, with citations

	test for information search/research etc. You may consider referring your reader to your Personal Development Plan (PDP in the appendices section for detail explanation on each skill **(optional).**	
Conclusion	In the conclusion you should show the overall significance of what has been covered. You may want to remind the reader of the most important points that have been made in the report or highlight what you consider to be the most central issues. However, no new material should be introduced in the conclusion.	200 words
References	Your reference should list in alphabetical order by author, all published sources cited in your report. Use the Harvard referencing style.	
Bibliography	List in alphabetical order all sources you consulted but did not cite them directly in your report. Use the Harvard referencing style	
Appendices	Under this heading, include your: -PDP. Please focus on "employability skills" personal developmental area. **(Optional)** -All supporting information you have used. Refer your reader to the appendices in the body of your report	