

ACCA4025 – E-PORTFOLIO (COMPONENT 1)

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MODULE: LEARNING IN THE DIGITAL ERA

ASSIGNMENT: COMPONENT 1 E-PORTFOLIO

SUBMISSION DATE 21/11/25

<https://sites.google.com/view/aliuwtsdeportfolio/home>

TASK 1- Essential Academic & Employment Skills

Essential academic and employment skills are important because they genuinely help you handle both school and real working life. A lot of people don't realise how much these skills matter until they're actually in a situation where they need them. Communication, for example, isn't just about speaking clearly or writing essays. It's more about being able to explain your ideas in a way other people can understand, and also listening properly so you don't get the wrong end of the stick. Good communication makes group work, part-time jobs and even simple day-to-day tasks a lot easier because everyone knows what's going on. Without it, even small tasks can turn into confusing or stressful situations.

Time management is another skill that actually makes a huge difference once you start using it properly. When you don't plan your time, everything stacks up and you end up stressing over work that could've been done earlier. Learning how to spread your tasks out, take things step by step, and not leave everything to the last minute makes school life way easier, and in a real job it matters even more because people expect you to be reliable. Teamwork is also important because nearly every job involves working with different people, and you need to know how to share ideas, help each other out and not cause unnecessary drama. Digital skills matter too since almost every workplace uses some kind of technology now. For me, building these skills will help me feel more prepared, stay organised and actually be confident when I start my future career.



IEEE Reference List

- [1] J. Cottrell, The Study Skills Handbook, 5th edition, Red Globe Press, London, 2019.
- [2] M. Andrews, "Why communication skills matter in the workplace," Business Education Journal, vol. 8, no. 2, pp. 22–28, 2020.
- [3] SkillsYouNeed, "Essential skills for study," available at: <https://www.skillsyouneed.com/> (accessed 20 Nov 2025).
- [4] T. Lea, Digital Skills for Students, Oxford University Press, Oxford, 2021.

PART B REFLECTION

The similarity score I got wasn't quite what I anticipated, and it was a little higher than I'd have liked. The primary issue, I suspect, stems from the fact that many sentences of mine closely mirrored existing web content. Next time, I'll make a real effort to express everything in my own voice, and to explain concepts in a way that feels more authentic and relatable. I'll make

sure to give my work a thorough review before I send it off. If I had to assess my own work, I would give it a score of about 55%. This is because I completed the task and used the proper sources, but my paraphrasing skills need improvement.

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Home

TASK 1 WRITTEN SUMMARY

TASK 2 TEAMWORK & POSTER

TASK 3

TASK 4

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TASK 2 TEAMWORK & POSTER

TASK 2 TEAMWORK & POSTER| This page shows my teamwork mind map and my A3 academic poster.



MINDMAP LINK

<https://gitmind.com/app/docs/mgy6d7h6>

Why Teamwork Is Important

What Is Teamwork?

Teamwork is when people work together to reach the same goal. Everyone shares ideas, helps each other, and uses their strengths. Good teamwork means talking clearly, trusting your team, and respecting each other.

Teamwork In Studying

- Helps with group work
- Lets us share ideas
- Makes work easier
- Builds confidence
- Helps solve problems

Teamwork In Careers

- Most jobs need teamwork
- Helps with problem solving
- Better communication
- Work gets done faster
- Better work environment

Life Is A Team Sport

This means people do better when they support each other. Like in sports, teamwork helps people stay motivated and reach goals together.

References

SkillsYouNeed, "Teamwork skills," <https://www.skillsyouneed.com>

Johnson, R. Working Together: The Power of Teamwork, 2020.

Lewis, K. "Teamwork in education," Education Today, 2021.

Brown, M. Essential Workplace Skills, 2019.

TASK 3 – Online Meetings and Virtual Teams

Task 3 - Online Meetings and Virtual Teams

Online meetings have become an important part of modern work and communication, especially for persons working remotely or in hybrid positions. These technologies allow for communication, visual interaction, and the sharing of work, regardless of where individuals are. Zoom, Microsoft Teams, and Google Meet are the usual suspects for these sorts of things. Video calls, chat functions, and screen sharing are all part of the package, along with the ability to record your sessions. The increase in online meetings can be attributed to the benefits of saving time and the convenience of remote participation. This approach is especially effective in commercial contexts and for students working on group projects or collaborative assignments [1]. A key benefit of online meetings is the reduction in travel needs. Better meeting organisation translates to financial benefits for companies. Getting into the meeting is simple. Connecting is easy, whether you're at home, tucked away in a library, or on the move. Being able to record online meetings is another plus. For those who couldn't attend the meeting, it's a useful resource. Plus, it gives the team a chance to revisit the conversation down the line. Online meetings can improve teamwork by allowing participants to share papers, deliver information, and work together on files at the same time [2]. While online meetings offer numerous benefits, they also have some limitations. A common problem is a weak internet connection, which can cause delays or even disconnections. Reading someone's tone or body language can be tricky, particularly when they're not using video. For a lot of people, the thought of putting their thoughts out there online, particularly in the noisy world of the internet, is a bit daunting. After spending a lot of time online, people sometimes report feeling weary or distracted [3]. Virtual teams have improved their communication through the development of meeting tools. A lot of platforms now provide tools to make this easier, such as breakout rooms, reaction buttons, chat boxes, and screen sharing capabilities. These components help keep conversations flowing and people interested. For virtual teams, those that exist solely in the digital realm, video calls are absolutely essential. They're the glue, in a way, making updates possible, keeping chores in order, and building a sense of togetherness within the crew. Online meetings are a practical and successful approach for individuals to work together from different locations, and they remain a vital aspect of modern collaboration [4].

References

[1] J. Martin, *Digital Communication in Modern Workplaces*. London: WorkSmart Press, 2021.

[2] S. Davies, "Benefits of virtual collaboration," *Education Technology Review*, vol. 12, no. 2, pp. 44–49, 2020.

[3] Zoom, "One platform to connect." Available: <https://www.zoom.com>. Accessed: Nov. 21, 2025.

[4] Microsoft, "Remote teamwork guide." Available: <https://www.microsoft.com>. Accessed: Nov. 21, 2025.

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Manual Entry

Bibliography

IEEE

[1] 'One platform to connect', Zoom. Accessed: Nov. 21, 2025. [Online]. Available: <https://www.zoom.com>

These screenshots show me using ZoteroBib to create my references automatically. I added my sources into the tool and selected the IEEE citation style. ZoteroBib then generated the references for me. I copied the reference list from the tool and used it in my Task 3 summary.

Insert Pages Themes

Filter pages

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- TASK 1 WRITTEN SUMMARY
- TASK 2 TEAMWORK & POST..
- TASK 3**
- TASK 4

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TASK 4 Reflection



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All changes saved in Drive



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REFLECTION

Working on this work helped me enhance my organising skills. At first, I felt a bit adrift, especially about the poster and the referencing tool. Things started to fall into place as I moved forward. Using a Google Site helped me structure my work, which made it easier to explain each task clearly and understandably.

My writing skills improved, especially when I had to summarise information in my own words. ZoteroBib had a bit of a learning curve, but I've got the hang of making citations properly now. This new ability will certainly come in handy in the future. Next time, I'd try to get started earlier and be more efficient with my time. It would ease the pressure, you know? This initiative helped me gain new skills and increased my confidence in using online tools.