



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

BA BUSINESS MANAGEMENT

Assignment 2

Module: Introducing the modern workplace

Code: LCBB4003

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For the first part of this task, we made a presentation about Morrisons. For this task we had to include things that we had already covered in our module, such as organisational structures, performance, profiles, manager task and skills and so on. When we met up, we all agreed that we should each have our own parts to write and then present and that we can work on them privately, because we did not all have enough time to stay during the daytime at the library to get this done together. My tasks included talking about leadership, which I wasn't very enthusiastic about because I thought that it would be too simple to write about. I don't usually like presenting, but I wasn't too worried about my performance because I know that whether I like it or not, we all had to do it in order to get a good grade. The presentation turned out good because it's simple, easy to read and does not have a lot of text on the slide, which is something we all agreed on beforehand.

Whilst I was looking for information for my task, I realised that it would not be as easy as I initially thought it would be, because in order to for a presentation to be good, it should be easy to understand and not too long, which meant that I had to rewrite a few of my notes before sending it off. When I've previously watched people present, I noticed that if there was too much written on the slides I lose interest in what is being said. Because I wanted to avoid this, I had a classmate help me remove unnecessary information. I think that everyone found the task easy enough, although one person from my group did say that they're not very good at presenting. This scared me because I did not want to get a bad grade because of someone else, and I did not like the feeling of something being outside of my control.

The worst part of the experience was actually researching and trying to find academic literature to back up my points. Even though the task wasn't too hard, I think that sorting through my lecture notes and reading up further on the topic was daunting. Apart from this, everything else went well. We managed to finish the presentation on time, but we didn't have time to practise together which I think would have been helpful. During the initial brainstorming, I did give the group quite a few ideas that we ended up using in the final presentation, so I think that I did contribute enough to the overall project. We all had similar amounts of information on our slides, so I think that we also all managed to follow our initial plan very well.

I think that the presentation turned out good because we all managed to work well together and instead of just writing down separate ideas that everyone had, we each had one idea, and then developed it together. I think that this showed that we were mature as a group and had respect

for each other, which allowed us to set the base for the work that we had to finish individually later. Also, I think that one of the members was quite obviously the leader of the group even if we did not officially agree on this, and I think having someone take charge helped us to stay organised. I don't like being in charge of tasks, so for me it worked very well that we had an outspoken and confident individual in our group, as they also helped us with our own confidence.

I also think that because we were all good at something different, we managed to fill in gaps between each other. For example, the person who designed the presentation took charge of that without saying that he wants to do less work, which is something that I expected him to do. I do think that something that would have helped us in the long run would have been for us to share our lecture notes, rather than keeping them to ourselves.

In the future, I think that I will make sure to take more tidy notes during the lectures, because this task helped me realise that lecture notes are particularly useful as they are usually made up of already broken down information (Cottrell, 2008). If we had to do this task again, I would volunteer to do the design of the presentation, or at least help the person who did it, because I now think that it was unfair for us to have him do more work than us. I think in order to handle this task better, I need more confidence and I need to work harder on being neater in my work. This assessment also taught me that I'm not very good at taking notes when I am under pressure, and I need to work on correcting that because these notes can later be used to save time on tasks such as these.

My action plan is to research how to make my note-taking more concise and useful, and I intend to practise this in all of my future lectures. I will also work on being less judgemental because even though I worried at the beginning that someone else might bring down the overall grade of our presentation, I now realise that it was unfair of me to assume that, because my lack of organisation could also have been worrying to the people in my group.

References

Cottrell, S. (2008). *The study skills handbook* (2nd ed.). Palgrave Macmillan.