

LEVEL 4 ASSESSMENT SPECIFICATION

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Programme:	Certificate of Higher Education Skills for the Workplace		
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Module code:	BMSW4001_BIRM	Contribution to Assessment (%): Overall Module	100%
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A reflective report (task -1): “ study on How to motivate stuff “

Preparing assignment on any topic is always interesting which develop our personal skills. A few days ago I completed an assignment on the topic “How to motivate stuff” assignment for task-1. I am writing a reflective report on all the expenses I have had while doing on the topic “How to motivate stuff.

Task-1 assignment to “How to motivate stuff” topic seems very interesting and very important topic to me. That’s why I had study a lot while doing assignment on” how to motivate stuff” topic. There were not enough books related to this topic in my collection.

That’s why I had to take help of the library.

Moreover I have bought a lot of books and collected more information from various sites on the internet. I talked personally to a number of stuff about their work, their key to success, which I think is very important to me.

My class teacher help me a lot when I contact with him, he gives me some corrections which play a very important role as final touch. Which doing group assignment on this topic I learned a lot. While studying a subject I have learned a lot which will play a very important role in my real life.

I m very happy because I have been able to complete the task-1 timely. I am great full to my class teacher for his efficient guidance and support. So I thank him, thanks.

A reflective report (task-2): “Study on Business manager”

Any group work like group assignment on any topic is always challenging and interesting as well. A few days ago with two of my partners, I completed a group assignment on the topic “Business manager”. I m writing a reflective report on all the experience I have had while doing group assignment on the topic “Business manager”.

Group assignment to “Business manager” topic seems very interesting and challenging to me. Because I had to do a lot of study while doing group assignment on “Business manager” topic and I had to work in coordination with other members of my group. By the help of my two partners and I had to study a lot to do this assignment. But there were not enough books related to this topic in our collection. That’s why we had to take the help of the library.

Moreover, we have bought a lot of books and collected more information from various sites on the internet. We have talked personally to a number of business managers about their work, failure, their key to success, which I think very important to me. We, the three members of the group, first collected information on the topic “Business manager” separately. This is how we proceeded with virtual hearing.

We were in constant contact. When we can all collect huge information, we can all sit together and combine all the information and successfully complete the “Business manager” assignment. Moreover each member of the group has a different view. So coordinating this assignment was the most challenging. “Business manager” I have always had a fear in assignment that would we be able to coordinate the way we group members gather information on different topics? If we can’t then our labour, time, money and goals will all fail.

And In this case, I did not want to fail. If we could not coordinate the information then there was a possibility of our goal falling. The fear of whether we would be able to do that worked for me. Finally, our group leader has played an important role in achieving the most difficult coordination. He justifies all the information and coordinates it in the form of an assignment and when we are satisfied with the other two members of the group then we contact our class teacher who gives us some corrections which play a very important role as final touch. While doing group assignment on the topic

“Business manager” each of our group members has learned a lot. While studying a subject we have learned a lot which will play a very important role in our practical life. I have read a lot of thesis from all the research done in the world on the topic of “Business manager” and from there I first got the guidelines on how to do such work. I have seen how to do such work. I have seen how such work is done in different countries of the world.

From there, we have collected a lot of important information which will be useful in our group assignment. I have learned from this “Business manager” group assignment that how to work with a group, how to work under a group leader, how to make a goal Successful through coordination, how to solve problems, how to solve everything through the group assignment.

I am very happy because we have been able to complete the task of timely group assignment and we have been able to fulfill the responsibility entrusted to us in a proper manner. I am glad that our plan, our group work did not fail. Our efforts have been successful due to the efficient guidelines of our class teacher and the extraordinary combination of knowledge and talent of our group leader and the unbreakable mind set of every member of our group and above all the hard work. I am therefore grateful to my class teacher, all group members.

Thanks to everyone, our team work has been successful, so I thank everyone.

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