



was not the best way to talk to a peer in these cases. Because, although I am responsible for them, if I write to seem more friendly (i.e. more informal) my colleagues wouldn't be so intimidated by me and have a vision of me that would allow them to have no fear of approaching me with questions they might have. This was an important lesson that I will be using for the rest of my life, because it opened my eyes to the way I communicate with others, and how communicating in a different manner can increase the cooperation between me and the people I will work with from here on out.

#### 4 DISTRIBUTION OF WORK

Even though during the activity we had little problems with the way my Team Coaching group distributed the work, there was one distribution that did not go well, the distribution of the evaluation of the reports. This happened because I did not have perception of what could go wrong by distributing the evaluation of the reports by sets of reports, i.e. distribute some reports to one person and the other reports to the other person. With this event I was able to learn that when you distribute work, you have to be careful, and consider if the way you distribute a task is the most appropriate one. In this case, it would have been better to distribute by sections where each of us had a look at particular sections of all reports, which would make the grading more even for all students.

#### 5 CONCLUSION

Although this activity gave me perspective on what it is, being responsible for another person, I am a little disappointed that it did not offer me enough power to actually feel that I had an important role concerning the activity of the colleagues I was responsible for, which allow me to face more learning incidents. Even though I was responsible for a part of the evaluation of the reports of my colleagues, I felt like, since there was not enough time to get the professors feedback, I was not able to learn more about how to approach this kind of tasks.

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*In this type of document (technical), the conclusion should start with a summary of the subject addressed and then should highlight the results.*