**PERSONAL & ACADEMIC DEVELOPMENT PLAN (PDP)  
SCHOOL OF MODERN LANGUAGES AND CULTURES**

Please complete this form and submit via Tabula to your Personal Tutor for discussion at your next meeting. These forms will form a portfolio that enables you and your tutor to monitor and support your personal and academic progress, identify areas for development and to record agreed actions. It will also ensure that your personal tutor is well placed to provide you with an accurate and informed reference.

**Name: Justin Ng Degree Course: German (single honours)**

**Name of Personal Tutor: Andrea Klaus Year: 4**

**Date of Meeting: Tuesday 5th of February**

**GENERAL PROGRESS AND WELLBEING**

1. How would you assess your attendance and participation in classes this term? Have you noticed a change in the level of workload, and how are you coping with the volume of work (reading, preparation, coursework) you are being given?

I would consider my attendance quite good as I very much make the effort into to attending all of my contact hours. I have been working quite heavily recently due to having a few assignments for this term, but it has been manageable with my other work and commitments.

1. Name up to three things within your studies or university life that are working particularly well for you this term.

* I am prioritising my work first and foremost.
* I’m aware of the aspects of which I am struggling in and I will try to implement improvements in these areas.
* The feedback I have received so far on the assignments I have completed have been satisfactory.

1. Are there any issues that are impacting on your academic work or areas of your life at Warwick that seem less satisfactory? If so, how are you addressing these areas and what support have you accessed? Is there anything the School can do to support you with these?

**ACADEMIC PROGRESS**

1. Language Module(s)
   1. How do you rate your abilities in the following areas? 1=poor 5=excellent

Grammar 1 2 **3** 4 5   
Speaking 1 2 **3** 4 5  
Translation 1 2 3 **4** 5   
Listening 1 2 3 **4** 5  
Writing 1 2 **3** 4 5

* 1. What marks have you achieved in your homework so far? What areas were identified that need improvement in the feedback you received and what action are you taking to address these areas?

Marks in Translation have been better compared to my Essay marks. Areas of improvement include accuracy in grammar and how-to best structure an essay. Going over certain grammatical mistakes will need to be a priority come closer to the exam period.

1. Cultural modules, including modules for external/joint degree departments
   1. What skills do you think you developed while preparing any assignments for cultural modules in your degree course to date? Was there anything about the process of preparing these assignments that you would change for the next time (this might include, for example, your time management, organisation, thinking about these assignments further in advance)?

Developing time management has definitely been helpful in preparing for my assignments and dedicating enough time to them is what I have learned is necessary. For future assignments I think it would be helpful if I could finish the assignment and then be able to do more adjustments and overviewing, treating the completed piece of work as more of a ‘first draft’. Getting as much guidance as possible from the module tutor in regard to the planning of the assignment would put me in the right frame of mind when it comes to writing the assignment.

* 1. What marks/feedback have you received for your cultural modules? From the feedback you have received, do you understand how you can improve? What action have you taken or do you intend to take to address these issues? Feedback should be taken both as oral feedback on your ideas in seminars and more formal written feedback on assignments.

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| --- | --- | --- |
| Module Code/Title | Marks and Feedback | Action to be taken |
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1. How do you rate your abilities in the categories listed below? Are you aware of University services to improve these skills? 1 = poor 5 = excellent

Academic writing skills 1 2 **3** 4 5

Research skills 1 2 **3**  4 5  
Contribution to seminar discussions 1 2 **3** 4 5

Exam technique 1 2 **3** 4 5

Time management 1 2 3 **4** 5

Communication skills 1 2 3 **4** 5

Presentation skills 1 2 3 **4** 5

Confidence in tackling problems 1 2 **3** 4 5

**SKILLS DEVELOPMENT**

What new skills do you think you have developed in the course of your modules this term?

What do you think Student Careers and Skills can do to help you to develop further skills for the future?

Provide insight as to what my skills will best adhere to in terms of potential job prospects.