Skill Building

What to expect:

* You are expected to use three lessons to complete a task of your choice from a given list of tasks
* For your chosen task, you are expected to answer 3 given mandatory questions and 2 further questions of your choice from a list of questions
* You are expected to conduct some research, and for some tasks, some analysis of data
* Your finished task should be well written and well organised using text and images
* You are expected to present your work using Word, PowerPoint, Publisher or webpages

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| **My Chosen Topic:** |  | **Status** |
| Mandatory Tasks | | |
| Task 1 |  |  |
| Task 2 |  |  |
| Task 3 |  |  |
| Chosen Tasks | | |
| Task 1 |  |  |
| Task 2 |  |  |
| My planned presentation format |  | |

My notes to mandatory tasks

Mandatory task 1 notes:

Mandatory task 2 notes:

Mandatory task 3 notes:

When your team has finished a first draft of presentation, go over it and ask your peers to give your feedback. Record the feedback here.

My Peer Feedback:

Improvements to Be Made: