

C. DETAILED OUTLINE:

In this step, we will discuss in detail each component and its requirements within the assignment.

This assignment is split into two parts: **soft skills** and **hard skills**. Each comes with the assignment's own suggested questions to answer, thus you will need to comment on them. In doing so, you will rationalize your own grading.

TIPS: While being truthful is commendable, mark yourself from at least 4 points out of 5. You can mention imperfections in your reflection, but it is best to keep your score high.

To begin with, a sample for a 200-word reflection essay structure will look like this:

- *Introduction (1-2 sentences):* general description of your nature as a team member (e.g. diligent, hard-working, communicative, energetic, responsible, reserved, watchful, etc.)

→ **Example:** I find myself as a helpful and responsible team member

- *Role, responsibility, strength (3-5 sentences):* for this part, briefly mention your assigned tasks and how you effectively communicate with teammates regarding this. Give examples of your above traits to avoid being descriptive; for example, you highlighted your professionalism, show it by writing:

→ **Example:** I always strive to be on time for both online and face-to-face meetings and never having to extend any deadline. This is especially crucial as my role is that of a project manager, whose stewardship drives the team forward.”

→ **Example:** My role acts as a facilitator. promoting ideas of my own and building foundations upon others' ideas

- *Emphasis on communication, collaboration and challenges overcome (3-5 sentences):* in contrast to the previous paragraph, in this one you should elaborate on your communication habits throughout the group work process. Feats like responding to emails, messages and notifications in a timely manner or taking a step back to listen to everyone's input rather than just projecting your perspective all the time should be mentioned. Furthermore, you must describe at least one obstacle you yourself or your team encountered and overcame to make your reflection realistic.

→ **Example:** It's natural to encounter challenges in communication since our team members all have strong personalities. However, the team adapted tactfully through consistent feedback on our performances. During our group's frequent virtual and in-person meetings, I remained open to constructive feedback from my peers to improve the execution of my responsibilities. This was particularly crucial as my duties encompassed roles as both a scriptwriter and speaker, which required a thorough comprehension of my teammates' perspectives.

- *Conclusion (1 sentence):* Restate your learning experience, teamwork skills and your importance within the team.

→ **Example:** In summary, I effectively used my interpersonal abilities to collaborate with my team members, resulting in an optimal final product for our podcast. Consequently, I view myself as a valuable member of the team.

1. SOFT SKILLS:

- *How well did you work with others?*

=> Describe your process of teamwork.

Example: Some may feel reluctant at first but accelerate once he or she knows how others work, and some immediately get along with the team. Write what is true to you, but be sure to cover up potential weaknesses by showing your growth. It is also recommended to insert your learning type, personality type for relevance, although this is not expected to get you better marks.

- *How well did you collaborate/cooperate?*

=> Display your strengths via the responsibilities you took during the production of the podcast.

Example: If your role is that of a content editor, write about how you notify teammates of any changes made or inform them of potential mistakes in a way not to offend them. Sentences like “I see myself as a motivator who communicates to others that mistakes allow the team to fulfill its potential, thus I carefully messaged and conversed with everyone about their grammar or speech patterns” will get you credibility.

- *How well did you receive feedback from your peers?*

Make sure to include the manner in which you take constructive criticism or review from your colleagues as well to showcase your cooperation. Be as progressive and

professional as possible when it comes to this part. Furthermore, promises like “these reviews will serve as reminders for my future improvement” will demonstrate your capability of understanding contrasting views.

Example: During our group's frequent virtual and in-person meetings, I remained open to constructive feedback from my peers to improve the execution of my responsibilities. This was particularly crucial as my duties encompassed roles as both a scriptwriter and speaker, which required a thorough comprehension of my teammates' perspectives.

- *Were you a good team member?*

Always claim that you are a good team player. It is important not only to be honest, but also to be confident in your abilities.

Example: In summary, I effectively used my interpersonal abilities to collaborate with my team members, resulting in an optimal final product for our podcast. Consequently, I view myself as a valuable member of the team.

2. HARD SKILLS:

- *How well did you complete your part of the assignment?*

Present your research areas and link it to your responsibilities as a team member. Go into details about the role you assumed during the production process; As a video editor, you can elaborate on your journey of finding the suitable music and making sure there is no bad quality in the final recording. Instead of just saying how well you performed, actually provide evidence like that to assert your claim.

Another example: My responsibilities as a researcher and a scriptwriter were well-suited to my strengths in collecting information and creative writing.

- *Did you complete your allocated tasks?*

Identify which tasks you are allocated as you are expected to deliver on multiple fronts. By mentioning which specific tasks you took on, you can display your efforts. Always claim that you have succeeded in delivering all of your tasks despite shortcomings in some areas.

Example: My role as a researcher benefited greatly from my ability to conduct deductive reading of academic materials, enabling me to contribute informed discussions to the podcast. Additionally, my script writing skills were evident in the creation of authentic speech and appropriate dialogue for the podcast. It is not accurate to claim that our group encountered no

difficulties; one particular challenge was the need to reduce the length of the podcast. Consequently, I had to draw on my adaptability to work with my team in shortening the script to meet our time span.

- *Was your work up to standard?*

This is where beside your achievements and accomplishments, you should reveal one to two hardships you dealt with as an individual. To illustrate, a video editor might face certain difficulties when composing the audio files or during recording sessions you keep forgetting your lines. It is perfectly fine to communicate about your weaknesses, but definitely state the methods by which you have overcome these obstacles; perhaps watching online editing tutorials or remembering the gist of your sentences prior to recording.

- *Did you finish on time?*

Always claim that your work was done in time. You should clarify this with your teammates as there is a chance the marker cross-examine with others' reflections.

Example: Not only did I fulfill my assigned tasks to the team's high standards, but I also completed them ahead of the scheduled deadlines. I consistently prioritize punctuality as it demonstrates professionalism, and I remain committed to advancing our progress promptly. This approach to work enabled me to assist others in addressing their challenges, which, upon reflection, made me proud of my contribution.

- *Overall, how effectively did you contribute to the project?*

Always state that you are a key player in the team. In addition, restate your values as a team member. You can briefly mention your learning curve during this assignment.

Example: In conclusion, I consider my skillfulness and work ethic to be well-suited for the role of a conscientious and dependable team member.

