A. ASSIGNMENT SUMMARY:

In this section, we will revisit the assignment's expectations and the steps necessary to complete the assignment effectively.

1. Assignment details:
   - *Task*: Each group member must evaluate their own individual performance in soft skills and hard skills for their work on the podcast.
   - *Format*: Two 200-word reflection paragraphs
   - *Objectives*:
     - Write up two separate reflections for soft skills and hard skills you applied in the podcast production process.
     - Grade yourself out of 5 for team working and project management.
     - Refer to the criteria and the rubric for accurate grading.
     - Consult the template for individual self-reflection (if applicable).

B. KEY TERM DEFINITION:

In this segment, we will take another look at the terminology associated with assignment that is discussed within the context of the course.

Term	Definition
Soft skills	Referring to an interpersonal skill set, these abilities aim to enable an individual to communicate and coordinate with others towards a common goal. Several examples include communication, problem-solving, leadership, time management, etc.
Hard skills	Also known as technical skills, these attributes are task-specific and can be measured or quantified. They are crucial to completing assignments and job responsibilities. Some instances of hard skills are graphic design, video editing, content editing, project management, etc.