1. Talking about my latest professional achievement I can say it was a little bit difficult to find a job during this year, but I took this as a challenge to see if I can adapt to any situation. That is why I started applying to numerous companies and eventually I was accepted into a small company for an internship, where I had an intense training for the first 5 weeks in which I learned how to implement web-based applications, how to use C#, SQL Server for the database part and I deepened my knowledge in HTML and CSS. After this training I spent another 3 weeks understanding what it’s like to work in the IT industry, even though I did it from home, every meeting and video call with my mentors and other colleagues made it feel like I really was part of something important and it made me very happy about myself and what I have accomplished. In addition to that, this internship also made me acknowledge what you should pay attention when signing a contract with a firm or a company, how to negotiate salaries, how to attract clients and other helpful tips and advices that will help me in the future of my career. Even though, at the beginning, I wasn’t so sure if I would integrate in the team, they showed me that working together, listening to one another, doing the tasks at their time and accepting the diversity of the team you are part of is what makes it more efficient and leads it to its purpose. At the end of the internship they told me that I could apply for a job in their company because they were impressed with how I managed situations with other colleagues and the way that I assimilated all the information that they gave me through their training. I declined because I felt like I should take a step back and also focus on finishing my studies before I start working every day in the IT field, even though I like it, I feel like timing is also important.

2. The examples of signpost language items, presented in the order of the stages of a presentation: starting the purpose of the presentation(“ My objective is to…”, “I’d like to update you on…”, “ The goal/purpose of this presentation is…”), giving an overview of the presentation(“Then/Next/After that, I’ll go on to…”, ” I’d like to begin/start by explaining…”, “Finally/Lastly I’ll provide some answers to...”).

3. The main stages of a team development are: forming, storming, norming, performing and adjourning. The forming stage involves a period of orientation and getting acquainted. Uncertainty is high during this stage and people are typically concerned with acceptance and belonging. Team members are asking such questions as “What does the team offer me?” “What is expected of me?” “Will I fit in?”. Most interactions are social as members get to know each other. Storming is the stage of group life characterized by members becoming increasingly impatient with the existing structure and challenging directly or indirectly the leaders of the group. It is a period marked by conflict and disagreements as individual personalities emerge. Members may disagree on team goals and subgroups and alliances may form around strong personalities or areas of agreement. To get through this stage, members must work to overcome obstacles, to accept individual differences, and to work through conflicting ideas on team tasks and goals. Team performance may actually decrease in this stage because energy is put into unproductive activities. The norming stage is an attempt by the group to restore stability and cohesion after the storm and to develop a more effective structure toward achieving goals. Team performance increases during this stage as interpersonal differences begin to be resolved and members learn to cooperate. However, the harmony is precarious, and if disagreements re-emerge the team can slide back into storming. In the performing stage the group’s focus is on getting work done. There is a clear and stable structure and members are committed to the team’s mission. Problems and conflicts still emerge, but they are dealt with constructively. The team is focused on problem solving and meeting team goals. In the adjourning stage the groups are preparing to disband. The emphasis is on wrapping up final tasks and documenting the effort and results. The group is coming to an end and members need to prepare for its demise. There may be regret as the team ends, so a ceremonial acknowledgement of the work and success of the team can be helpful.

4. The team members I would pick from the other interns would be: an resource investigator ( who will search for associates ), a specialist ( who will contribute with his knowledge in negotiations ), a discussion facilitator ( who will engage the team to discussions) and a process observer ( who will help us by giving the feedback and comments about the team”s work).

My ideal number for the team would be 5, so that we can coordinate and make our part to contribute to the team’s purpose in a more efficient way, avoiding the conflicting opinions.

My agenda for the first meeting : - creating a good work relationship between the members

-stay within the deadlines

-accomplish most of the given goals

-give feedback from the team

-mention any problem that may occur during the project