

ASSIGNMENT OVERVIEW AND BACKGROUND

INTRODUCTION

Overview of the Project In this individual assignment, you will create a video walkthrough of a PowerPoint presentation that includes a voiceover explaining some focus areas explain in the following section. This exercise is designed to help you develop your presentation skills, which are essential for effective communication in both academic and professional settings. The theme of the presentation is *Soft Skills*.

Importance of Soft Skills in Group Projects Soft skills such as communication, teamwork, time management, problem-solving, critical thinking, and self-reflection are crucial for successful group projects. These skills enable individuals to work collaboratively, manage their time effectively, solve problems efficiently, and continuously improve their performance.

This assignment will be marked on qualitative and quantitative scale that looks at the topics of interest detailed in the Goals section that follows below.

GOALS: WHAT SKILLS DID YOU ATTAIN?

Build an engaging presentation, then create a video walkthrough that narrates the soft skills you developed under the following headings and subtopics. Be objective and concise with the presentation. Add evidence for the said skills in an appendix section at the end of the presentation. You can refer to the evidence on the content slides, but do not make this the focus of the presentation. The video should not exceed 5 minutes.

COLLABORATION AND TEAMWORK

Communication How did make sure that all team members were on the same page? What tools and techniques did you use to manage communication?

Roles and Responsibilities Did you define any specific team roles? And if so, what were these roles?

Conflict Resolution Conflicts are inevitable in group work. Developing strategies to resolve conflicts constructively is crucial. How did you handle this aspect of collaboration and teamwork?

TIME MANAGEMENT

Balancing Project Tasks with Other Commitments Time management is essential for balancing project tasks with other commitments such as classes, work, and personal activities. How did you prioritise tasks so that you could meet the outcomes of the group project?

PROBLEM-SOLVING SKILLS

Identifying Problems The first step in problem-solving is identifying the problems that need to be addressed. Did you anticipate any problems? Did you realise any problems? What did you do to overcome any setbacks?

Adapting to Challenges Did any unexpected things happen? How did you adapt?

SELF-REFLECTION

Skills Gained Reflect on skills that you gained during the project.

Areas for Improvement Did you identify any areas for improvement? These areas are crucial for personal and professional growth.

CONCLUSION

Summary of Soft Skills Developed Summarise how you developed soft skills including communication, teamwork, time management, problem-solving, critical thinking, and self-reflection. These skills are essential for successful collaboration and personal growth.

TOOLS FOR RECORDING AND COMPRESSING VIDEOS

Here are some tools that you can use to create the final video. This section contains an overview of some popular tools for screening recording, and a tool for compressing videos. Your choice depends on a few factors, for example, whether you want to be in the frame along with the presentation or not.

SCREEN RECORDING TOOLS

OBS Studio OBS Studio is a free and open-source software for video recording and live streaming. It is highly versatile and widely used for creating tutorial videos, recording presentations, and streaming live content.

- **Features:**
 - High-performance real-time video/audio capturing and mixing.
 - Unlimited number of scenes and sources.
 - Intuitive audio mixer with per-source filters.
 - Powerful configuration options for customizing recording settings.

Camtasia Camtasia is a professional screen recording and video editing software. It is user-friendly and provides a range of features for creating polished video presentations.

- **Features:**
 - Easy-to-use interface.
 - Built-in video editing tools.
 - Variety of templates and assets.
 - Interactive elements such as quizzes and callouts.

Loom Loom is a simple screen recording tool that allows you to quickly record your screen and webcam. It is great for creating quick tutorials and presentations.

- **Features:**
 - Quick and easy recording.
 - Instant sharing with a link.
 - Webcam and screen recording.
 - Viewer insights and analytics.

VIDEO COMPRESSION TOOL

HandBrake HandBrake is a free and open-source video transcoder. It is used to compress video files, making them smaller without significantly losing quality.

- **Features:**

- Supports a wide range of video formats.
- Presets for quick video compression.
- Advanced options for fine-tuning video settings.
- Batch processing for multiple files.

SUBMISSION

- Submit your video and original PowerPoint presentation no later than the date indicated on the assignment on Moodle.
- The size limit for Moodle is 64MB. You may not be able to compress your files down to that size. If this is the case, you must upload to your BC issued OneDrive; then you only submit a text file with the link to the repository. The repository must contain both the presentation in PowerPoint format and the compressed video.