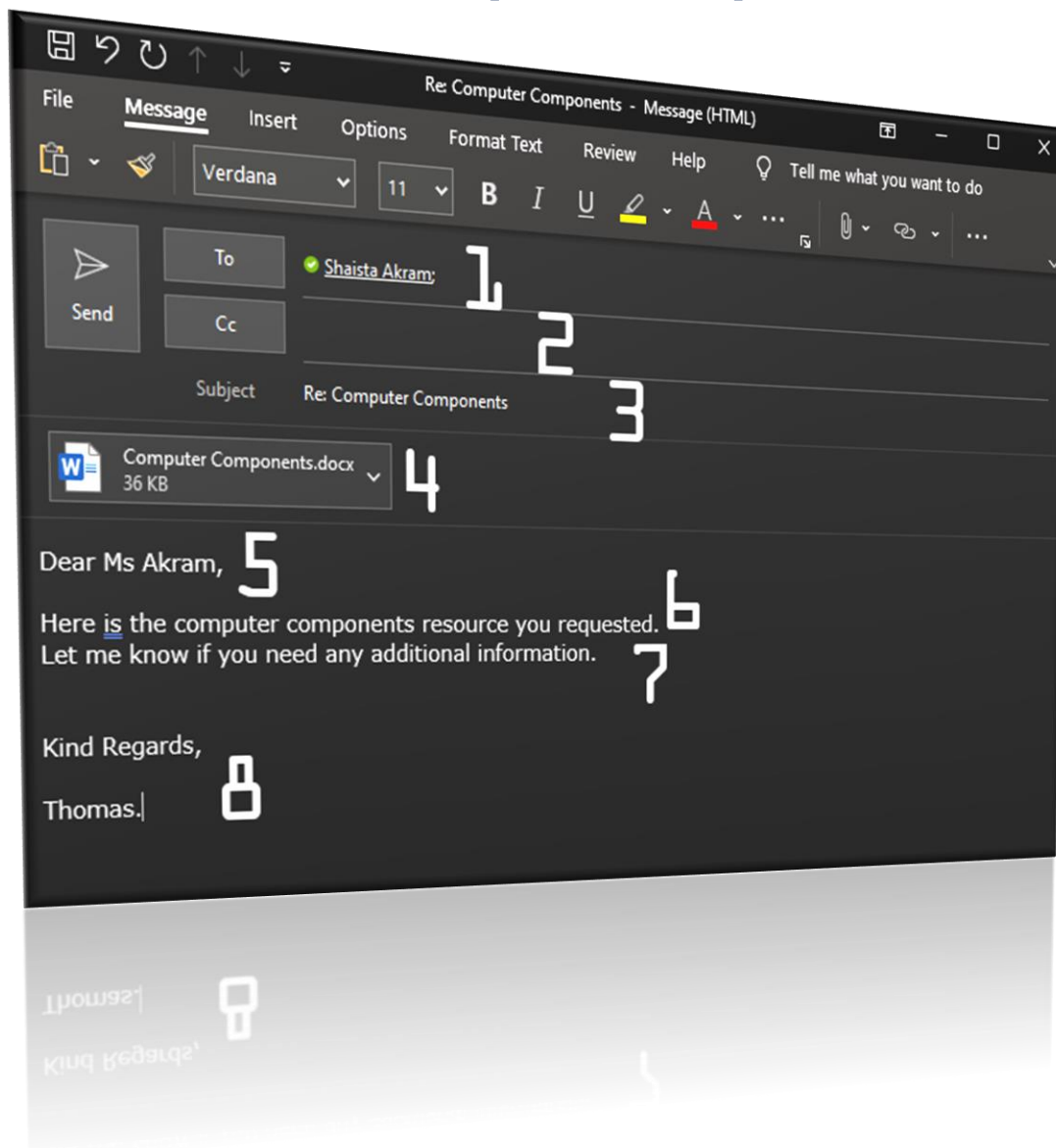


Unit 1, Assignment 2 – Task One (P5, P6)

Thomas Robinson

Task 1 Email (P5, P6)



1. Place recipient's email in the 'To' field
2. Optionally CC (copy) or BCC (blind copy) in others
3. Use the 'Subject' field to title the email
4. Attach the file that was requested
5. Open the email formally
6. Mention what has been sent and who requested it
7. Offer additional assistance
8. Formal sign-off



Unit 1, Assignment 2 – Task Six Self-Evaluation (D1)

Thomas Robinson

Presentation

During the presentation, I ensured I kept the audience engaged by using enthusiastic body language. I did not use vocabulary or language that would confuse the audience and made sure to answer and questions they had. All of the information provided in the presentation was accurate to the best of my knowledge.

As noted in the feedback form, I did not introduce myself; next time I will make sure to do so. Additionally, the environment the presentation was given in was fraught with ambient noise, though this was a not a major hinderance and was out of my control.

Blog Post

My blog post was well structured and laid out well. The spelling, punctuation and grammar were all checked before publishing.

The blog post did lack an introduction and a closing section, however. The layout of the website is also fairly basic, though this means it is easy to read and fast to load.

Group Discussion

During the discussion, I contributed some of my ideas and expanded upon others' ideas. I made sure to make use of eye contact and respected others' views and opinions.

I could have used more positive body language and been more enthused, however.

Written Communication (Poster & Form)

The images used in my poster were relevant and not overbearing and the poster itself was laid out in an easy-to-digest format. The information was accurate and did not make use of poor language techniques. My peer feedback form also contained accurate information.

The poster could have been designed better, and the peer feedback form was light on details; it could have been more thorough.

Sending an Email

I was able to successfully send a formal email. It took minimal effort to write and send, and the only qualms were minor grammatical changes.

Setting Personal Goals

I was able to set tangible targets for myself in ProPortal and successfully reviewed my progress towards them.

Uploading Assignments and Downloading Resources using Moodle

Accessing resources and uploading assignments on the Moodle VLE was a simple task that I did not find challenging, despite the chaotic organisation of some of the resources and upload areas.