



LONDON METROPOLITAN UNIVERSITY

PROFESSIONAL WORK PLACEMENT

Reflective Report

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PLACEMENT WITH: Griha Sewa Pvt Ltd

DATES OF ENTRIES IN LEARNING LOG

Reflective Report

For the period 17/07/2022 to 26/07/2022

What have I done?

(LO1) – Learn HTML For web structuring.

I started my intern journey by learning some html tags. I started by learning the basic syntax of HTML, which includes tags, attributes, and values. I also learned about the different types of tags that are used to structure the content of a web page. These include headings, paragraphs, lists, and tables, among others.

One of the most important aspects of HTML that I learned was how to create hyperlinks. Hyperlinks are used to link web pages together, and they are created using the anchor tag. I also learned about the different types of hyperlinks, including internal and external links.

As I progressed in my learning, I also learned about HTML forms. Forms are used to collect user input, and they can be used for a variety of purposes, such as user registration and surveys. I learned about the different types of form elements, such as text boxes, radio buttons, and checkboxes.

During my internship, I had the opportunity to practice my HTML skills by creating a simple website from scratch. This was a great opportunity for me to apply what I had learned and to gain experience in creating a web page using HTML.

(LO2) -Learn CSS for web Formatting.

After learning HTML, I continued my learning journey by delving into CSS, which stands for Cascading Style Sheets. CSS is used to style and format web pages, and it works in conjunction with HTML to create visually appealing and engaging web pages.

I started by learning about the different ways that CSS can be added to an HTML document. These include using inline styles, internal styles, and external stylesheets. I also learned about the syntax of CSS and how it is used to select HTML elements and apply styles to them.

One of the most important aspects of CSS that I learned was how to use selectors to target specific HTML elements. This allows for precise styling and formatting of web pages. I also learned about the different types of selectors, such as element selectors, class selectors, and ID selectors.

As I progressed in my learning, I learned about the different types of CSS properties that can be used to style HTML elements. These include properties for text formatting, such as font size, font weight, and text color, as well as properties for layout, such as

width, height, and margin.

During my internship, I had the opportunity to practice my CSS skills by styling the website that I had created using HTML. This was a great opportunity for me to apply what I had learned and to gain experience in creating visually appealing and engaging web pages using CSS.

(LO8) – Gain Communication Skills

As an intern, I recognized the importance of effective communication in the workplace, and I made it a priority to communicate clearly and professionally with my interns and supervisor.

I began by paying close attention to what my interns and supervisor had to say, and I made an attempt to clarify any doubts I had by asking questions. I discovered that doing so helped me better grasp the responsibilities and expectations that were placed in front of me. It also helped me establish a connection with my interns and supervisor.

I also tried to quickly and clearly explain my work and any problems I ran into. I discovered that by showing my coworkers and supervisor that I was responsible and active, I was able to build trust with them.

What I did well (refer to skills used)

Learning skills

I demonstrated an ability to learn and develop new skills, particularly in learning HTML and CSS for web development. I was able to apply my knowledge and skills to create a website from scratch, which was a great accomplishment for me.

Communication skills

I demonstrated effective communication skills by actively listening, asking questions, clarifying uncertainties, and communicating my progress and issues in a timely and professional manner.

Teamwork skills

I worked well with my interns and supervisor by building rapport, establishing trust, and being respectful and courteous in my interactions. I created a positive and supportive work environment, which helped me feel more comfortable and confident in my role as an intern.

What I could improve on (i.e. skills I want to improve)**Time Management**

I experienced time management issues. There were moments when I felt pressured by the volume of work at hand and neglected to correctly organize my assignments. I had to do some of my work quickly as a result, which resulted in errors and inconsistencies.

Communication

This was my first internship. So, on first 2 days i struggled in communicating with my supervisor and other interns.

Action I can take to improve my skills and learning (make these "SMART").**Communication Skill**

Goal – to improve my communication skills and be more confident in discussions so I can share my thoughts and opinions.

Action – get to know other interns individually so I would be more confident when speaking in front of them as a group. I also I will prepare in advance what I would like to say.

Timing - By the third day of the internship.

Time Management Skill

Goal – to improve my time management skill.

Action- prioritizing tasks, breaking down larger tasks into smaller ones, and setting more realistic timelines

Timing – by the 2nd week of the internship period.