

Assessment 2 – Academic Skills H60C 45

Outcome covered 2

Assessment instructions

STUDENT NAME: _____

You are required to produce a portfolio/e-portfolio of evidence covering all tasks in this assessment.

You are required to complete the following tasks. Your lecturer will give you a deadline for their completion.

Task Number and Details	Lecturer Initials	Date
Task 4		
You are now required to present your findings of the investigation using an appropriate electronic method.		
Your lecturer will give you a deadline for completion of this task.		
The following criteria should be considered when presenting your findings:		
(a) identify key points and organise information in an appropriate structured format		
(b) use software to effectively present your findings		
(c) acknowledge sources of information in appropriate format		
(d) proof read and edit your work, showing the changes identified		
(e) provide both original and edited versions of findings, demonstrating use of appropriate editing techniques		
Deadline for submission for this task:		

Assessment 2 – Outcome 2 Completion	Lecturer Initials	Date
Assessor Comments:		