

Assessment 3 – Academic Skills H60C 45

Outcome covered 3

TIPS and a HELPING HAND to students

Task Number and Details	Lecturer Initials	Date
Task 5		
(a) Evaluate your findings to ensure they meet any required criteria you defined in the original overview of the topic; for example, have you: - remained focused on the topic originally defined? How did you remain focused? What helped to remain focused? Did you have times of difficulty to remain focussed? How did you return to focused? Where did you study, research? Did you use a To Do list? Did you continually make notes? Would you use a To Do list next time or an app or different means to focus? Any other ideas? - accurately summarised the main points you found through your investigation? Do you feel you have stuck to the main points? Did you cover everything you planned? Had there been some main points you could have summarised better? Did your investigation enable all the main points to be sufficiently covered to your own satisfaction? Would you do more next time in respect of any main points?		
(b) Evaluate your own performance throughout the investigation; for example, consider: how effectively you carried out the research? Explain here your own opinion of your performance throughout. Consider all times of the project and all areas. Think of what went well and what didn't go so well in terms of how you performed, remembering we can all do better in certain instances and feel proud of other areas to which we performed very well. Detail what you feel could have been better and detail all the areas to which you feel proud.		

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• what you learned from carrying out the investigation? Did you obtain new skills? What do you know now that you did not know prior to the research? What skills did you use? Did you learn about bibliographies? Did you learn more about other areas? Try to think of any and all learning during the investigation. • what you might do differently next time? Think about what went well again and what you might do the same. Now think about at least a couple of things you might do differently next time, such as: changing keywords, different search engines, book shops, newspaper archives, email to news editors or magazines seeking help, better planning of tasks, using apps for certain tasks, asking other people with more knowledge, trying out new software, thinking more outside the box and using thinking time, looking at how other people make use of their time, stop being distracted by something and how, use of research tool software, other sources of information (list and detail) *** Use your own words – DO NOT COPY THE ABOVE		
(c) Review the time management techniques used throughout the project; for example: • how did you set and work to deadlines? Did you use the Gantt Chart? Did you use any software? Did you use an alarm clock? Did you use any other means of checking times? Did you meet the deadlines and why? What other techniques did you personally use to ensure deadlines had been on the mind and aimed towards? Did you place your own deadlines upon work to ensure you met class deadlines? • how did you track and check your use of time? Similar to above You might repeat and expand more upon the previous questions in this section.		

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Did you keep track of your work and assess your use of time?		
(d) Finally, evaluate the selection of information sources you have used; for example: were they appropriate in terms of being authentic, reliable, up-to-date, accurate, relevant? Use these as headings and explain each: AUTHENTIC Was the information sources useful enough to provide something different to other information sources? RELIABLE Was the information source reliable? CURRENT Evidence why you think the information is current / up-to-date and if there is a means to ensure you know how current the information actually is. ACCURATE How accurate was the information from the source? Think if the information is accurate and does not contain errors or something that might be very wrong compared to the law for example. RELEVANT Was all the information you found relevant to your investigation? Was the source of information 100% relevant? Were there parts of information or indeed a source that did not provide much relevant or no information at all? LAST TIP: Do NOT just answer YES or NO to the above, use my tips as a prompt for you to explain in some detail as to your own thoughts / opinion / evaluation.		