

Applied Stream

Assessment Brief 1 - Task 1 of 2

UAE Sure Start

Student Name		Student Number	
School Name		School Number	

Scenario

You are a trainee at 'UAE Sure Start'. You are in charge of preparing graduates for work experience. UAE Sure Start provides work experience to graduates from a wide range of industries.

Task

1.1. You receive two graduate profiles. The profiles include information about the strengths, interests and areas of development, of each graduate. Your manager asked you to read both profiles and recommend a work placement.

Your manager asked you to email each graduate with:

- an outline of the key skills you identified from their profiles.
- information about how both graduates can improve their areas of development.

Content	Version #	Month YYYY	File reference
MOE-AS-Template	Version 9	November 2020	MOE-AS-QCD-MF003



Portrait of an Emirati man, <https://www.shutterstock.com/image-photo/portrait-emirati-man-1409570372>. Date accessed, 25/01/2021. Created by, Gulf eye

Hi, my name is Hammad Abdulla. I graduated from university six months ago, and I am trying to find a job. In my last job, I attended many meetings. I try to listen carefully because my job included writing the minutes of the meeting.

I find it hard to sit for long hours and listen to people talk. Sometimes, I wanted to present at a meeting because I like presenting information to an audience.

I think that I am good at presenting because I can plan and prepare a presentation well. I can communicate with a big audience and make eye contact. I believe I can communicate my ideas well.

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