PART 2 Write 400 words reflecting on your learning experience in this module so far (Sessions 1–9). Use Kolb’s reflective framework as taught in Session 7 (see Section 7.2) to structure your reflection. Use the following questions to guide your reflection: 1. What was your experience of studying Block 1 (Sessions 1–9)? o Was it easy/difficult? o What challenges did you have? o What was your experience of using the tutor group forum and online tutorial or day school? 2. What were your feelings and judgements on the above? o Were you satisfied, pleased, disappointed, confused? Why? 3. When you stand back from the experience, what did you learn? o What is the most important thing you have learned? Why? o What skills have you developed? How will these help you in the future? 4. What action might you take in the future as a result? o What are your strengths and weaknesses in business communication? o What are you going to focus on in your future studies? As with Part 1, you should keep your response to the task in Part 2 to within 10 per cent above or below the given word limit. You do not need to place any module material in the full reference list but you should add the reference for the Kolb framework. Guidance notes – Part 2 In writing your reflection, base your answer on the questions listed in the task (on the previous web page), which follow Kolb’s reflective framework. However, write your reflection in paragraphs rather than as separate answers to these questions. As taught in Session 7, you may find it helpful to use the Kolb framework to divide your reflection text into paragraphs, each paragraph relating to a part of the framework. Write a very brief introductory paragraph to your reflection so that the reader knows what you are reflecting on. Consider these points when writing your reflection: · Look at the feedback your tutor provided for TMA 01. What were your strengths? What were your weaknesses? · Think about the significant changes or gains to your learning in this module since the start. · Consider the aspects of the module that helped you when learning about business communication. Think about the things that did not help. · Use first person pronouns, evaluative language and the past tense to describe what happened (see Session 7, Section 7.4 and Section 7.5). · Consider what you might do differently in future. · Mention any LB170 materials, resources and tools to explain or show evidence for your learning (for example, mention the session or section number, or the title of sessions/activities). · End your reflection with some concrete action points for the future. · Add an end-of-text reference for the Kolb framework (see Session 7).