

University of Wales Trinity Saint David

Accademic and Employability Skills BMSW 4001

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Reflection Essay

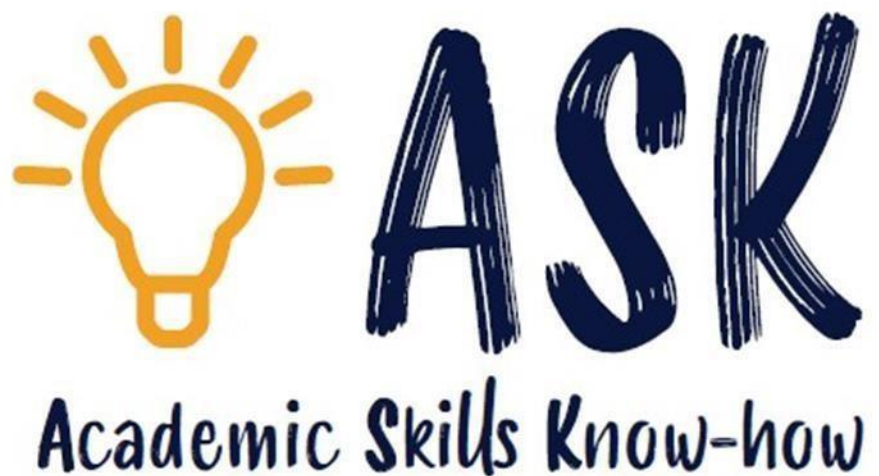
After completing my second semester in Trinity Saint David CertHE T2GW1 at the University of Wales, I was able to benefit from many new things from this course, as well as a refresher on what I already knew, I just needed a reminder of this.

The biggest obstacle in class for me was time management. I am a procrastinator and always have been, so completing tasks on time was and remains a problem for me. I have not yet come to a complete solution to this problem, but I have made changes in my life in relation to how I can manage my time. I learned a lesson that time is one of the important details that is responsible for our upcoming actions. Just imagine, I wake up at 9 in the morning, prepare breakfast for the children, then the rest of the household chores, until 7 in the evening. Then comes my husband, he stays with children, at this time I go to bed, because at 9:30 pm I go to work. My shift is from 10-6 in the morning. Suddenly I fell asleep and wake up not at 8:30, but at 9:30 in the evening, I was 20 minutes late, now I will finish work at 6:20. At this time, my husband will go to work and I risk that my

children will be left alone at home. The conclusion from this is that everyone should distribute their affairs with precision in time , so as not to create discomfort for others. Otherwise, you will become irresponsible and frivolous in their eyes. I found that it was easier for me to focus on homework if I was away from home, because when I was in my house I usually spent time preparing food, cleaning which I don't think is realistic, I will soon stop procrastinating for later, but

I can control it.

With the obstacles came hidden forces that I discovered in myself. I never considered myself a leader, but because the class used groupthink repeatedly, I found myself to be a good leader. I convey my ideas to the group, trying to balance the ideas of others so that the group can come to an agreed solution. Obviously, this can be beneficial to me no matter which career I choose, because the ability to control the situation while maintaining diplomacy with colleagues is a valuable asset. Apart from this, I cannot remember any other power that I discovered. I don't consider myself selfish, but honestly, I'm very happy with who I am and it's hard for me to think about strengths that I don't already have.



The highlight of the course for me will probably be the creative part of the research work. I enjoy expressing myself through art more than in any other medium, so it was fun to be able to take my thoughts and feelings and turn them into a painting.

As for other points and ideas, I can't think of anything. To be honest, this tutorial gave me new opportunities and ideas for time management. Through meticulous classroom work and teacher support, I discovered a method of time management. Now I began to take notes in a notebook so as not to forget important things. I believe that this is an insight, although I was already aware of it in my heart. I need to learn to take care of society, because, whether I like it or not, I myself am part of it. And I understand that if this "social flaw" of mine does not disappear by the time I make a career, I may have problems, especially if I work with people most of the time.

Another lecture, the Power Point lecture, was very important to me. PowerPoint is a presentation software developed by Microsoft. PowerPoint is often used to create business presentations, but can also be used for educational or informal purposes. Presentations are made up of slides that can contain text, images, and other media such as audio clips and movies. Sound effects and animated transitions can also be included to make your presentation more engaging. However, overuse of sound effects and transitions is likely to annoy the audience more than grab their attention. Most PowerPoint presentations are created from a template that includes a background color or image, a standard font, and a choice of several slide layouts. Changes to a template can be saved in a "master slide," which stores the main slide theme used in your presentation. When you make changes to a master slide, such as choosing a new background image, the changes are propagated to all other slides. This will ensure that all slides in your presentation look the same. It was a great experience in managing the program for me. With gratitude to the university, I want to say that the lecture on Power Point Presentation helped

me. It is very interesting and also involves creative thinking and many different ideas when creating a slide with a cover design. Overall, I am very pleased with this lecture. More recently, I realized the important thing that in each lesson we discuss topics that are used on a daily basis.

We studied a lot in the second semester, during which we explored many things that apply in everyday life. For example, a resume(week2 term 2) is a short written description of your education, qualifications, previous work, and sometimes your personal interests, which you send to the employer when you try to apply for a job. Before exploring this topic, it seemed to me that a resume is a simple format for presenting yourself in front of a donating robot, but alas, I was disappointed. I found out that a cover letter - a letter containing information about a subject - is attached to the resume being sent. Without it, your resume loses its strength and effectiveness. For myself, I identified several rules in writing CV

*the 'profile' section: a short section presenting you, including date of birth, address, and whether or not you have a driving licence and a vehicle;

*the 'education and training' section: since you are a student, you have an interesting card to play with this section. Emphasise the honours that have been awarded to you, your achievements in your school projects, studies conducted abroad, in short, all that constitutes a small 'plus' in your educational formation;

*the 'professional experience' section: you do not have much to write about here so you could list the various tasks that have been assigned to you. If you do not have work experience, include your internships abroad, or your volunteering experiences;

*the 'miscellaneous' or 'other' section: a small section that serves to put your personal qualities and passions forward, such as a sport, attendance at museums, or membership of any club for example. If you have an affinity with the recruiter, or you arouse their curiosity, this topic can make all the difference.

Academic writing requires the use of an appropriate style that differs in significant ways from other forms of written communication. Using an academic writing style is not just about choosing the right words; it is about setting out your ideas and arguments in a coherent, accessible and welleducated manner. Getting to grips with the style of academic writing is one of the important first steps in producing good written work at university. As a practising these skills leads to the development of

graduate attributes, such as problem solving and analytical ability, effective communication, and creativity and innovation. Academic skills are made up of core skills, such as academic writing, presentation skills and referencing, which underpin more complex skills, such as critical thinking and reflective practice.

Thus, I recognise the importance of academic skills not only in achieving success on my programme of study but also after I leave University of Wales Trinity Saint David, as I look for employment as a graduate. Developing and practising these skills while you are studying will therefore better equip I for the workplace. I had a certain difficulty with Summarize in week 6, term 2, a very unusual method, but very important. From a professional point of view, accuracy should be present and even, speaking, one should not forget about what we say and how clearly we express our thoughts.

In this lectures I hand mention for me that we are summarize to report a ideas or work of another writer in our own work. Summaries should be fairly short and significantly shorter than the work itself. If your summary is close to the overall length of the work, chances are you are simply paraphrasing the majority of the work rather than summarizing. If the summary is too short, then you probably missed some important points. Generally, the length of a summary should be about one quarter to one third of the total length of the article that is being summarized. For example, if the essay you are summarizing is three pages, the summary should be roughly three-quarters to one full page). In a way that provides help I remember teachear tell us about some of the techniques and tips of summarizer :

*identify the keyideas

*take notes

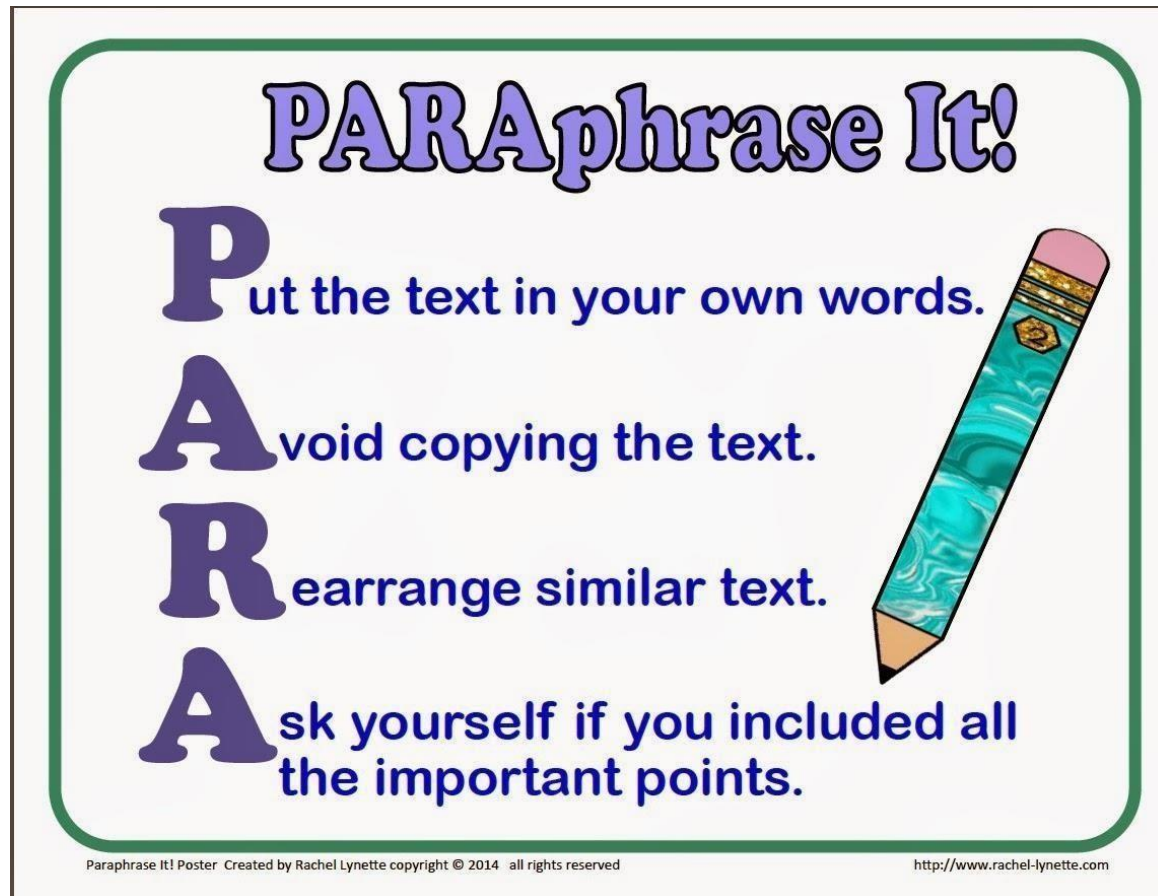
*organise in a logical order

*link the ideas

Tips for Summarizing

- Read the essay as many times as necessary to gain a full understanding of it. • Do not interject your personal opinion into any summary. No first person ("I" statements) are allowed (save these for the response portion, if there is one).
- Always name the author (full name) and the article or essay title in the introductory paragraph, usually in the first or second sentence.
- After introducing the author withthe full name, refer to the author by last name throughout the rest of summary.

- Always use present tense to discuss the essay and facts from the essay. • Use direct



quotes from the text or paraphrase examples to support your claims. Paraphrasing should be done more than quoting, which should be kept to a minimum. Quoting should only be used with unique language that is hard to paraphrase.

- When talking about an essay or article, always capitalize the title and place it in quotation marks. Do not use italics. Italics should only be used when referring to longer works, such as books or movies. Example: "Just a Smile and a Handshake." Not "*Just a Smile and a Handshake.*"

To final summarize is mean to go to the main idea or skim through so that you can then interpret your texts quickly and develop your **syntheses**.

Another lesson about Paraphrasing week 5 at term2, I could not leave me indifferent. Until today, I could not even think that being a student is really interesting and you get to know a completely different world. The only negative for me was that it is very difficult to combine family, work with study. For the bliss and pleasure that I get in every lecture, I agree to sacrifice. Each lesson is very useful for me. I really feel how I am developing. I learned how to do

Paraphrasing.

Paraphrasing is mean to read the text ,remove the text, explain the idea out loud, write/type the explanation ,return to original text to confirm accuracy in names ,numbers, spellings ,sourcings

.

Lots time I wondered if I had chosen the right course .Sometimes it seems like a lecture is not for me, but when I get to practical work ,I change my mind .Practical work does not allow me to get bored and even , concentrating ,I forget about all the bad thoughts.

Paraphrasing Example

Original Text

Willy Wonka was famous for his delicious candy. Children and adults loved to eat it.

Paraphrase

Willy Wonka was known throughout the world because people enjoyed eating the tasty candy he made.

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To sum up everything I said above ,a wonderful course and sincere teachers .If not for them ,with their talent and ability to explain clearly the essence of the lecture and with patience bring us to understanding .Thank you so much for the entire journey with us .Now it remains to wait for the third round ,for sure we will have something interesting .I noticed that with each lecture it becomes more exciting and there are many new sources with the information that we wanted to receive.

For my self ,I learned a lot of interesting things about how to make the company prosperous ,how to make advertisements for the company’s production and how to maintain documentation and financial reports .When I started the course ,I expected to gain knowledge in order to be a successful director and build my business to the highest level. Now I am strong and I am not ready to give up for anything.

Reference using

<https://techterms.com/definition/powerpoint#:~:text=PowerPoint%20is%20a%20presenta>

[tion%20program%20developed%20by%20Microsoft.&text=PowerPoint%20is%20often%20used%20to,as%20audio%20clips%20and%20movies.](#)

<https://dictionary.cambridge.org/dictionary/english/dictionary>