

**Academic and Employability Skills
(BMSW4001) Assessment 2**

Eugen-Costin Draghici(2013425)

Lecturer name: Anita Nan

Table of Contents

Introduction	3
Description	4-5
Feeling	5
Evaluation	5
Analysis	6
Conclusion	6
Action plan	6
References	7

INTRODUCTION

The purpose of this report is to reflect on my learning experience as a student at University of Wales Trinity Saint David which I join in October 2020 and I am proud about me that I can improve myself. During this 2 months and half we learned everything online, I think is much easy and much comfortable for all the students. think it makes you understand it quicker and better because you can concentrate more than when you are in the class. We learn about Academic and Employability skills.

I choose to do the Gibb's method to show you what I did learn in online class during this course and what are the good and bad things changes after I learned Academic and Employability Skills. Is one of the most known cyclical models of reflection leading you through six stages exploring an experience: description, feelings, evaluation, analysis, conclusion. The Gibb's method also helps you to examining experiences, and given its cyclic nature lends itself particularly well to repeated experiences, allowing you to learn and plan from things that either went well or did not go well.

DESCRIPTION

Successful time management is about finding ways to complete the assignments that help you in reaching your goals, it is about self-knowledge which includes spending time working on preferences and priorities of my own, I could be much better if I would do some research about the things, I'm interested in. Setting time limits to complete tasks allows you to be more concentrated and productive that is another thing I have learned in class. It can also allow you to find issues before they appear by making a little extra effort to decide how much time you need to give for each mission.

I believe learning about Time management it helps everyone who is interested in quicker ways to finish a task, I mean you can learn how to manage your time, quicker and easy, a good knowledge about time management enables you to work smarter, not harder so that makes me understand that i get more tasks done in less time even when time is tight and pressures are high, in class I understood what to do and I put in practice on my job, and It really makes differences. Time management is the process of planning and actively managing the time spent on specific tasks, particularly to maximize performance, productivity, and efficiency.

We learned about Paraphrasing which as well is another skill very important because it shows you the way to understand the source well enough to write it in your own words, it helps a lot when you want to say something that you read in a book or see it online but with your own words.

Paraphrasing it helps us a lot because it involves putting a passage from source of material into your own word. The original source must also. Before I learn in class about paraphrasing, I did know how to make a story shorter or a text that need to be explain just in main points, but now after the online learning in class I did improve myself and I am more confident with the things that I must do. To paraphrase a text, you need to rewrite the original text, line by line. Summarising is another skill that we learn in online class when, summarise is the time when you take only the most important points from a piece of writing and put these into your own words. We learned that you could summarise an entire article in just a sentence or two.

Summarising helps me understand the organisational structure of a lesson and integrate the learning of the main points. We learned in the class and I really felt so excited to know more about those skills even they may not help me in my day-to-day routine, but always is good to know and learn new things and put them in practice. A brief memory or account of the key points of a piece of literature, action or occurrence is a summary.

Public speaking and giving presentations are one of the most skill that a student must improve and be good at it. We learn about it in our online course and I try to improve it day-by-day because it is really helping me to be more confident with myself and to show. Public speaking, tone of voice, body language, imagination, and delivery are central to successful presentation skills. The introduction is the most significant part of the presentation. Inject a funny joke into your pitch, and you will take draw the attention of your audience is some of the tricks that will help you a lot when you do a presentation in

class. I am a shy person I never had a presentation in front of many people, but I did have one in our online course and it was not that bad to be honest, I would like to more practice and that is how I will improve my skills. Last week we have an individual presentation and that was the first presentation that I did it in class in front of our teachers and classmates, I want to say that I improved a bit this skill and I would like to do it more often.

FEELINGS

During this course I did learn and improve a lot of skills , our teachers are very good , they are trying they best to make us understand those skills based on their experience with previous classes , I learned how to improve my time management , paraphrasing , I did see the difference how I was before and how I know to manage my skills now , specially at work I felt the difference how I was able to manage multitasks and how quicker I was doing the task before and after , they are trying they best to make us understand those skills based on their experience, also we will do the same in one point we will teach someone else the same things that we learn now, but we can be much better if we practice and explore more about these skills, and not only, also about life experience and how these skills helped us. I felt like in a game trying to achieve all the tasks that needed to be done before ending the session. We have homework's too, so that make us search about skills and put them in practice so this way we can improve our self-quicker and learn what our weaknesses and strengths are.

EVALUATION

I feel like I improve my knowledge in those skills every time at the end of the sessions on my online course. Helps me to motivated myself also to be more confident with everything I do in my work or with my decisions that I take in life. Time management helps me to organise my time effectively and is extremely useful. I am extremely excited to learn new things and I really dedicate myself to explore everything online especially at this course that I join. We have good teachers, good classmates that can help each other any time, the bad things are that I do not have much time because I am working full time and I really push myself to be on time with everything at school. Public speaking and giving presentations are 2 of my weaknesses and I really improve it a bit during this course, I think at the end of the year I will be much better and not that much shy in front of public, I will learn how to control my feelings and how to improve my speaking.

ALANYSIS

Studying online at University of Wales Trinity Saint David helps me to improve in my real life and in my career, I am more than happy to say that our teachers are the best and they try to put us on the good line with the new skills that we learned, also I want to mention that I never been learning online before and as it is my first time doing it I am doing a wonderful job and I am proud being student and following this course at this University. I feel this was a good experience for me, because helps me to become more independent to further increase my skills, as being out of my comfort zone allows me to explore new things, allows me to embrace new changes and challenges.

CONCLUSION

During this 10-12 week of learning online I want to say that I learn and improve all my skills that I have, and, I improve my skills that I discovered during this time, I will be more than happy to follow the next years course to improve myself and why not to go on in my life with those skills of Academic and Employability skills which I think most of the students are interested in because is a lengthy career to carry on, are extremely helpful and interesting skills. It was a great online learning, and I cannot imagine being better than it was, we learned everything that we need to know about Time management, Paraphrasing, Summarising and public speaking and presentation those skills were the one I was interested in and I really learn how to improve them and how to use it in my routine life. I can say that I am a bit different than before, and I am taking everything serious in my life after, I can learn how to archive my goals quick and better then how I was before finishing this course. I learn how to have patient and how to understand the information by the main points. I know I could do many things different, but I am happy that I am much better than before.

ACTION PLAN

My action plan is to improve my skills, my weaknesses, and strengths, to be familiar with everything that we learn about Academic and Employability Skills, I really enjoy learning online about those skills and I hope that I can create my career based on my experience during my activity in UWTSD as a student. I am sure there is more about to learn, and I cannot wait to meet all the teachers and colleges because will be much different in class then online, I know is easier for us to learn online but also at school you can get much more information because you are there, and you can practice everything. I am a chef for the moment so I am happy that everything that I learn in online learning course it's helpful for me and I can show that I am better than before.

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