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Introduction

To be employable means to attain certain qualities and have a general understanding of how the workplace works in order to become more attractive as an employee to be hired by owners and managers of firms. These qualities include the ability to work as a team, possibly lead, listen, and communicate. These qualities tend to come naturally, or if not, we learn them in practice. The other set of qualities is the ability to understand the world of work, which involves the ability to paraphrase, summarise, write a CV, as well as your cover letter (among other tendencies). These qualities have been covered during my time at university, and I will therefore reflect on my learning of said qualities, using Gibbs Reflective Cycle (1988). As I utilise the theory of the method of reflection, I will be able to decipher what has been learnt from the experience of being educated on each skill, and what I will need to do in the future to enhance my learning (Rumson, 2020). By doing so, I will be able to increase my chances of employability, which will hopefully bring me to a higher standard of living as my state of employment improves, as well as the ability to analyse future potential employees, as I may start my own small business.

Paraphrasing

To begin with, I will reflect my learning of paraphrasing. At first, I was very unsure of what this was, as I had not previously come across the term, and was not able to explain what it meant. As a result, when it came to this topic, I was excited to learn a new skill which would improve my employability. However, upon learning it, I had realised paraphrasing occurs in everyday life, and this had simply given a name to it. According to Bailey (2015), paraphrasing is the method of changing words in a text or speech to a (possibly shorter) 'translation'. This is done for many reasons. One would be due to everyday communication, where we pass on messages we may have heard, such as instructions from somebody or if we have learnt something in the daily news. Another reason I recognised this method was because it is done in my own assignments: I learn and absorb information to then explain it myself, primarily to avoid plagiarism but also to ensure I have understood it myself. In my realisation I felt happy and relieve, as the content was essentially straightforward and easy to understand as I had already unknowingly practiced paraphrasing in my own life. In terms of education, this module was useful but only to a small amount, as the information was fairly logical and did not require high levels of perception skills or comprehension. Therefore, it was insightful to know the terminology, but nothing significantly new. Alternatively, there were useful components. As I plan to embark on a business journey of my own sometime in the future, seeking employees who are able to communicate effectively is especially important in order to keep efficiency running and any possible complications low. This means that to be employable you must know how to paraphrase effectively, as lack of clear communication results in mistakes. In the workplace, this could very well be passing on instructions from a manager to another employee, or from a customer to a manager through an employee. The

ability to paraphrase quickly and clearly, without missing any important parts of information (which are often lost due to change in the sentence structure or vocabulary) is a key skill and quality to have in the world of work, so the module, overall has opened my eyes and encouraged me to think about the future, and what I will need to look for in others, but also the importance of quality paraphrasing and perhaps improving it within myself also.

Summarising

Next, I will cover the topic of summarising, using Gibb's reflective model. This is when a short description which covers the general idea and message of a piece of information, in a much shorter span of words (Bailey 2015). This is different to paraphrasing in the sense that it is always shorter, and generally used to convey messages quicker, or to conclude the main points covered within an assignment, often not analysed in as much depth as that would have already been done. Bailey speaks of a set of instructions, which explain the method of summarising in truly clear steps. First, the summariser must read the text, and understand the meaning of it. This stage would include extra research if certain vocabulary is not clear, or if terminology is unfamiliar. Next, the summariser must highlight any significant or key points, and could paraphrase them at this stage in order to make these points clearer or to avoid plagiarism. From these paraphrased sections, a summary is then collated, as the key points are put together and linked together if necessary, with connectives, while also ensuring the original message withstands and the entire summary holds clarity and is succinct (Bailey 2015). When I learnt about summarising, I felt the same realisation as I did to the paraphrasing module, in the sense that I had already come across it before- both in conclusions for assignments, but also when passing on information from one medium to another, such as summarising information, I have learnt in a module to explain it to somebody else. This module was more helpful than learning how to paraphrase, because I was not aware of the stages of summarising nor that you could paraphrase information and then summarise it, which is a useful skill to completely avoid plagiarism and show a clear understanding of information. However, what was not as useful was the lack of depth, as I would have preferred to be able to delve into summarisation when it comes to employability. On the other hand, I find that generally people were able to link the art of summary with employability, as it is often used in place of paraphrasing when there are opportunities to ask more questions. Personally, I found this module useful because summarising is also an important skill to have as an employee, as it is a quicker and more efficient way of passing on information. In the future, I will continue to practice my summarising skills by conveying information, as well as educating people in order to improve their employability skills, as well as the ability to communicate.

CV Writing

When applying for almost any form of employment, the employer will require a document which depicts the applicant's qualifications and past experiences, in order to understand why they are suitable for the job role. This document is known as a CV, or curriculum vitae, and is essentially the make or break of a place in employment. These are particularly important when applying to corporations who have many applicants, so a CV must showcase your best abilities and make you stand out as the most employable. My previously

mentioned module of summarising was significantly useful when linked to CV writing, because you must include a lot of key information while keeping it easy enough for an employer to read over and understand, as they will often have many to go through and will simply quickly glance at each document. In fact, according to a study conducted by TheLadders, employers will look at each CV for just six seconds on average (Parmar 2018). This means that key information must be clearly laid out in order to be more employable. When learning about CV writing I was cautious, because this is clearly a crucial part to being employable. This did mean that the module was extremely helpful, as I learnt how to structure a CV, including the personal statement and cover letter (which I will later cover). The personal statement is a significant component of a CV as it gives the main information of an employee: an applicant's current place of employment, role, suitability, and aspirations, such as the tier of management or responsibility an employee aspires to have in the future (Slingo, n.d.). As I understood the separate parts, I was able to piece together my own personal statement, using summarisation techniques, and I believe my CV is much better as a result, and that I have become more employable through presentation alone. If my learning of CV writing were to be amended in any way, it would be the layout of a CV and the best way to present information to be as eye catching as possible, as you essentially only have the audience for six seconds. Generally, the consensus was that this was one of the most useful modules for employability, because it is the factor which directly affects you as your chances of being employable. In my own experience, this has taught me the things I must look into when I review my own applicants' CVs in the future and gives me true insight into how important CVs are, which I will remember for the next time I am to learn about CV writing.

Cover Letters

In relation to CVs, cover letters are the front page of your application (Cover letter: Your complete guide to writing one for 2020 | CV-Library, 2020). This page should detail the information to make you the most valuable applicant possible. Generally, it covers the qualities your employer especially is looking for and is the first thing your employer will look at. Covering this model was really insightful as it improves the chances of employability to a significant extent when done correctly, so I was eager to learn precisely how to write one. Previously, I was not able to explain the purpose of a cover letter nor what to write but am now enlightened to the knowledge of additional employability. This meant I now know to include: which role I am seeking, how suitable I am for the job thanks to my previous relevant qualifications and work experiences; as well as a summary paragraph to round up my argument for why I should be employed by the firm (Smith 2019). In this module, many of the others' experiences were the same as mine- learning how to write a cover letter is the most important part of our learning so far in terms of becoming employable. for myself, now and in the future, this module is especially useful in knowing what to expect when I employ my own workers, as they too will have to write their own cover letters. In the future, if I were to plan to learn more about writing cover letters, I would attend cover letter writing workshops, which would further enhance my learning of this page as I already have the basic knowledge. This would mean I could even possibly eventually run my own workshops in order to help others become more employable, as well as having the opportunity to

improve my cover letter to the highest standard in the hopes of the top level of employability.

Conclusion

To conclude, all four modules are incredibly helpful when learning how to become employable in the world of work. Although I was already aware of the technique of paraphrasing, it was especially useful to see how it combines with being employable, and why an employee should have good paraphrasing skills. Despite being aware of what summarising was, I was not completely educated on the technique in detail, which be particularly useful in the future when I apply for employment, but also for when I review applicants for my own business if it is to go ahead. Both skills are required to construct a great CV, which is the first thing an employer sees when you apply for a role in their establishment. The most important part was the cover letter writing, as it is essentially the heart of the body, while the other components are the organs of the body. All are needed to be employable, but the cover letter is the foundation for your perceived employability.

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