



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

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Course: **Certificate of Higher Education in Skills in
the Workplace**

Professor: Joanna Walsh
Module code: **BMSW4001_LON**
Term 1 Group 2

Report Writing

**Academic and Employability
Assessment Task 2**

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Introduction

For this academic report writing, I will be utilizing the Gibb's model of "reflective cycle" to convey my thoughts and opinions on some of the topics covered in the module Academic and Employability Skills. For each topic below I will first include the contents of the lecture learned and covered in either class or online. Then I will proceed by expressing my feelings and reactions of the lesson. Next I will analyze the knowledge gathered and evaluate how they can be useful outside of the academic environment before providing a general conclusion to the topic.

Time Management

In the first week of the module Academic and Employability Skills, we learned the value of time. One of the keys to success in life is knowing how to manage one's time efficiently. An elementary principle of time management is determining how to direct one's energy and efforts towards the things that are most important and reduce time wastage. To achieve that goal, the lecturer told us to start making a mental note and assign a time frame to our daily tasks when we woke up each day. This method will help us to estimate how much time we waste doing our day to day tasks and produce a plan to invest more time in important things. Later in the lecture, the lecturer introduced us to the Eisenhower method and the Pareto 80-20 rule. The Eisenhower method consists of four quadrants that splits tasks depending on their importance and urgency while the Pareto principle, invented by Vilfredo Pareto, states that "approximately 80% of all effects come from roughly 20% of the causes" (Jason, 2016). I was not aware about these topics prior to the lecture but later realized I have been subconsciously using a rather crude form of the Eisenhower method since I was young. I am not good with managing my time and usually tend to procrastinate if possible before I decide on working on my most urgent task. At the end of the lecture, I was a bit skeptical but nonetheless quite eager to try out the Eisenhower method to improve my time management skills and be more productive with my free time. During the rest of the first academic term of 2022, I started making minor changes to my daily habits and noticed quite a bit of improvement. I was once told by my grandpa to use the 3 months rule whenever I want to develop a habit of something, that is why during the last three months I have been practicing mentally to organize my tasks in order of importance and

urgency every morning. I think everyone should have some basic knowledge of time management because this skill can be used anywhere, be it in our institutes to organize assignments or in our workplaces to fulfill the tasks before the deadline.

Summarising

Summarising is a good method to compress a large amount of information using fewer words in a short and precise way by identifying and noting down the most important key points in a text. It is used to understand a complicated concept easily by only reading the main ideas of a document or a book, thus making it easier to remember contents for a much longer time. Unless they are requested to do so, it is important to note that the person in charge of making a summary cannot express their own views and ideas but should strictly remain faithful to the original source by reformulating the words in a brief and concise manner for the readers. A reliable technique to make a good summary is to paraphrase and use synonyms constantly to avoid plagiarism. According to Bailey (2013, p. 51) people make oral summaries all the time for example when they are talking about the plot of a book or a movie. However, in academic writing it is a crucial skill to have which gets better with practice. It is also a great way to filter out resources when someone is skimming through a lot of books and materials to find out more about a certain topic. Furthermore, summaries also save up a lot of time and effort. Nowadays, with the rapid growth of technology and constant changes in trends, the public started to develop a short attention span. Many companies took notes of the changes and started to create applications and functions that focus on delivering contents with a duration of under a minute, for example TikTok, YouTube shorts, Instagram stories etc. That is why whoever oversees the writing the summaries of the plot of a movie or a book, needs to explain it in fewer words in a way that catches the reader's attention. I've been summarizing texts and paragraphs for a long time now and so far, am delighted to acknowledge that I was utilizing the same techniques introduced in the module on how to summarize. This is an excellent skill to learn and can be beneficial to possess both in scholastics and work environments.

Using the library and gathering information

Knowing how to take notes efficiently is a very useful skill in one's academic and professional careers. People usually take notes when they are presented with valuable information and want to retain them for long period of time. In academic situations, "at least 50%-60% of what you hear in class is forgotten even if you pay attention" (Stella, 2019, p.36). Some of the key factors to note taking is to not copy all the information word by word but focus solely on summarising and writing down the key aspects of the concepts provided in your own words. In this way it will prevent scribing a lot of unnecessary texts. Thomas (2017) suggests that generally it is also beneficial to write down some examples of the idea for better understanding of the concepts while reviewing them later. There are many methods to taking notes, but most people prefer either the outline method or the mind mapping method as they are easier and saves more time when in a rush. The outline method consists of noting only down the key ideas of the main topics and the subtopics in a bullet list. It is also recommended to leave some space in case it is necessary to add more information later such as a dates or names. In the mind mapping method, the main topic is normally written down in the center of the page while the subtopics are branches over to all sides of the page depending on their number. At the end everyone has their own style of taking notes, but I prefer using bullet points. I have been using the outline method for a long time and have gotten quite adept at it. Being able to revise on a familiar topic was quite refreshing to me. I'm confident enough to use this approach in the future in my workplace as well if required.

Public speaking

During the lecture, the instructor introduced us to numerous tips and gave us a lot of suggestions to improve our public speaking skills. Some of those instructions include speaking clearly at a natural rate with brief pauses occasionally so that the audience may take some time to process what was said, to not read outright from the slides or from notes although brief glances are aloud to not lose the train of thoughts and keep on track, to dress appropriately for the occasion, to practice speaking in front of a mirror if there is no one else, to not be too aggressive with our gestures and tones in the heat of the moment etc. After that as a class activity, we were told to think about three of our greatest achievements in life that we are proud of and talk about it one by one as practice for the upcoming week 9 individual assessment.

Finally, the lecturer made us watch and analyze a video of Obama B. giving a speech at Stanford University. Obama delivered an incredible inspirational speech. He perfectly managed to catch the full attention of the audience by not only delivering a well-structured speech but also through his body language and the mix of occasional humour. He also talked a bit about his past before he became president of the United States of America, thus giving the audience a chance to relate to him. So far, this lecture is my most favorite in the entire module. I am familiar to speaking in front of a large audience because I have done plenty of presentations in the past. Making slides for the individual presentation was easy enough and did not took me more than 3 hours but nonetheless I was extremely nervous when it was my turn to present my work. I followed the lecturer's suggestions and practiced my speaking skills in front of a small audience. Overall, I managed to deliver a good presentation and am very satisfied with myself. Even though I am positive in my public speaking skills, I still need to improve a lot when it comes to pronunciation and anxiety by being more confident, relaxed, and believe in myself.

Conclusion

I enrolled in the University of Wales Trinity Saint David with the intention of refining my skills and improving my knowledge. This way I can get an edge over my colleagues in my workplace. I am quite impressed with this module and enjoyed it a lot. I got to learn about tons of added information and methods which I never know existed before. I already had some knowledge about a few of the topics covered during the lecture, however it's always a good idea to obtain a deeper understanding on everything. I am highly eager to try out the knowledge I learned in the university and apply them in the real-world situations and in the workplace. Overall, I am incredibly positive about choosing this course and think that this experience will help me to achieve my goals in the near future. I hope to have similar experience with the upcoming modules as well.

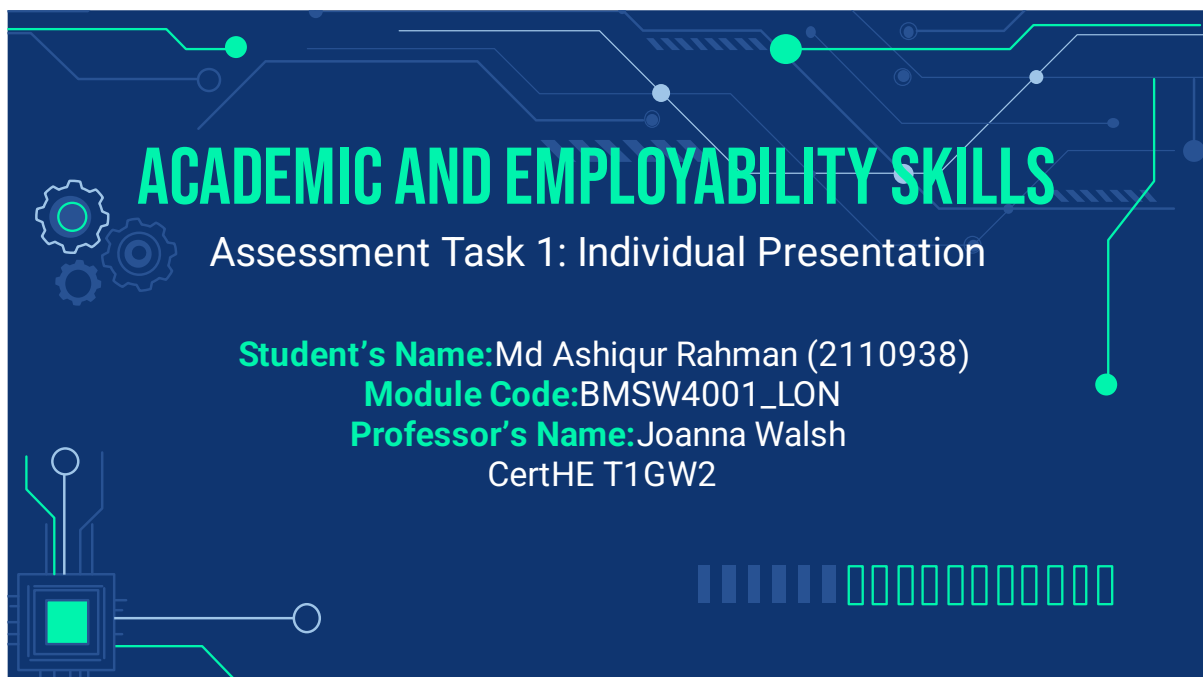
References

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2. Bailey S. (2013), *Academic Writing for International Students of Business*. Hoboken: Taylor and Francis.
3. Stella C., (2019), *The Study Skills Handbook*, 5th edn. Bloomsbury Academic: Bloomsbury publishing.
4. Thomas F., (2017), *Taking Notes: Crash Course Study Skills #1* [Video]. Available at: https://www.youtube.com/watch?v=E7CwgNHn_Ns (Accessed 3 April 2022).
5. Obama B. H., (2009), *President Obama Makes Historic Speech to America's Students* [Video]. Available at: <https://www.youtube.com/watch?v=5a5VSkkdpB4> (Accessed 3 April 2022).

Appendices

The slides below are the contents of the individual assessment presented in week 9 of the module.



ACADEMIC AND EMPLOYABILITY SKILLS

Assessment Task 1: Individual Presentation

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Module Code: BMSW4001_LON
Professor's Name: Joanna Walsh
CertHE T1GW2

Progress bar: 10 bars, 10th bar highlighted in green.

WHY SOFTWARE ENGINEERING

- It's a job focused on problem solving and optimizing programmes
- The profession is highly valued and sought after by many companies
- Easy to find jobs related to the profession
- Better wages



REQUIREMENTS BY JOB RECRUITERS

- Coding experience
- Excellent communication
- Problem solving skills
- Diagnostic skills
- Technical understanding



STRENGTHS



CURIOSITY AND PASSION

Basic technical understanding and able to code in C, PLC, Arduino, Lab VIEW and Python



ADAPTABILITY

Team player and good at learning new languages



CRITICAL THINKING

Decisive and able to come up with viable solutions to problems

WEAKNESSES



LACK OF EXPERIENCE

Not enough coding experience



LACK OF A QUALIFICATION

Many companies require a degree to advance in career

OPPORTUNITIES



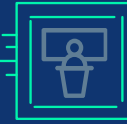
COURSES

CertHE courses and CS courses will provide enough soft and hard skills



SELF LEARNING

Honing my skills and to work on projects online



BOOTCAMPS

Provides enough Knowledge and experience to apply in real world situations

THREATS



PROCRASTINATION

Laziness and procrastination can obstruct my goals

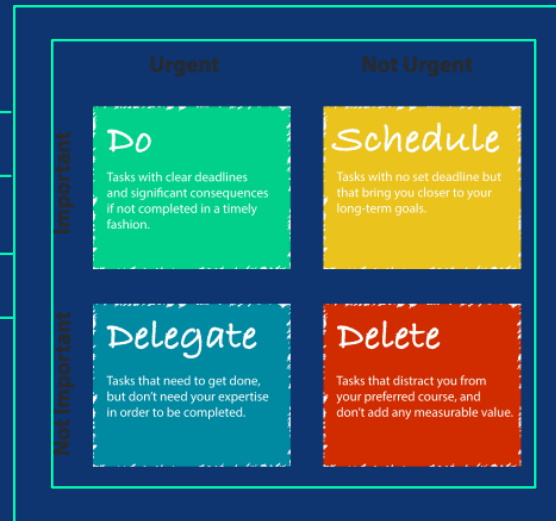


STRICT HIRING PROCESS

Recruiters generally prefer people with more experience

OVERCOMING THE THREATS

Being able to differentiate tasks that are important and that are urgent by using the Eisenhower method and boost personal productivity.



REFERENCES

- Indeed, *Software Engineer Job Description: Top Duties and Qualifications*, URL: https://uk.indeed.com/hire/job-description/software-engineer?qclid=Cj0KCQiwaYSTBhDKARlsAB8KukTD93D8cwyc8rwPDFZxWEYr9dalpF4aV7NKWclbFFNvU8SUr9hsm3saAll6EALw_wcB&aceid= (Accessed 22 April 2022).
- RC Victorino, (2020), *The Eisenhower Matrix: Prioritize Your Time on What Matters Most*, URL: <https://slab.com/blog/eisenhower-matrix/>, (Accessed 22 April 2022).
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