

REPORT:

Academic and Employability Skills

Author:

Iurie Chetrari

Lecturer:

Joana Walsh

Contents

Introduction.....	2
Kolb's 'Experiential Learning Cycle	3
Time management.....	4
Academic writing.....	6
CV-writing.....	7
Public speaking and giving presentations.....	9
Conclusion.....	10
Refences.....	10
Appendix.....	11

Introduction

Back in time when I start this module and now, my thinks about a lot of things were changed. I start to think more academically and start to improve my skills in real life. Go deeper and deeper in the topics that we studying I understand that I know it but not at the same level like I do now. For this report I chose those 4 topics, and now I will give a quick describe why I choose it:

1)Time management – basically we know how to manage our time, but not the best, this why sometimes we are in rush or didn't have enough time for the main things nor for sides one.

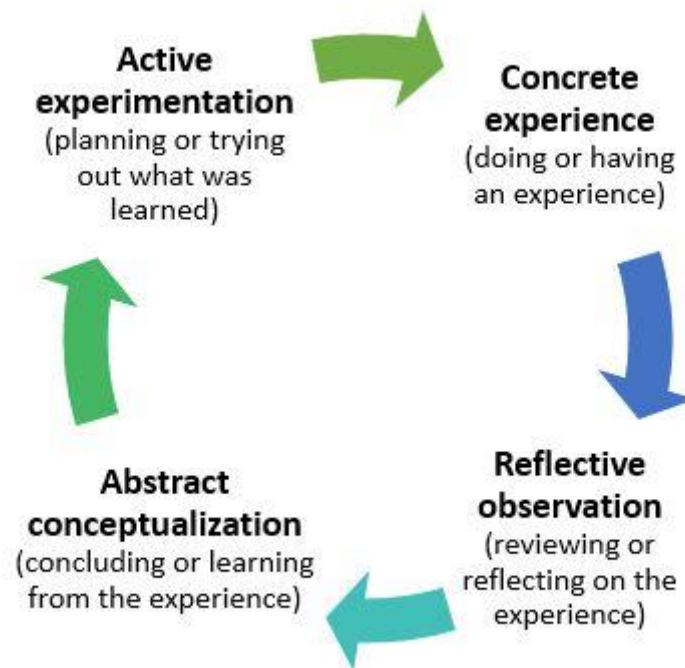
2)Academic writing – for me like a man for who English is not basic language is quite difficult to have an academic writing, this why this module is so important for me.

3) CV writing – for anyone who want to be employed is a very useful topic, and a big percentage when you want a better job is a good CV.

4) Public speaking and giving presentation – are a very nice and very usefully topic for everyone, because is not so easy to speak in front of public and to give a presentation, but pass this course I will use to do it.

To make a reflection about all these topics I will use Kolb's model of reflection. Because we a learning all our life, and we never stop to do it, and Kolb's model show to us this process.

Kolb's 'Experiential Learning Cycle



1 – Kolb's Experiential Learning Cycle

1. Concrete Experience:

What happened with us, something that is real and we know it for sure.

2. Reflective Observation:

Think about our knowledges, discuss with our classmates and colleagues about what we know, this step is still about what we know

3. Abstract Conceptualization:

On this step we get new information and refresh our database, we analysing data and all new information, but still not applying it in practice.

4. Active Experimentation:

This is a practical step, on what we use all the knowledge that we had we obtain and we learn we apply it in practice. And like Kolb show us that an experiment is as well a practice or a real experience it is always in cycle.

(2022 · [EDUCATIONAL TECHNOLOGY](#))

Time management

- Concrete experience - everyone knows what is time management, but to do it proper is quite difficult. Using Kolb's model, I will manage to explain time management. From start like I said everyone manages his time how he can. No one is right and no one is wrong. We need to use a lot of things to manage our time to be in time with everything. In my example, before I never use notes, have just a normal rhythm of life. My daily to do list was like this:

6:30 wake up

7:00 go to work

8:00 – 16:00 – work

17:00 – dinner

18:00 – 22:00 staying at PC, play watch something, etc.

22:00-6:30 sleeping

Expect weekends.

- Reflective observation - after studying this topic at this module, I understand that I can get it better and start thinking about it. I find interesting facts about how to manage my time using method of Eisenhower and time management with priory.
- Abstract conceptualization - I make an analysis of actions that ai am doing during the day, and try to put int in Eisenhower diagram and here I will show a real example of my life using this method.

	URGENT	NOT URGENT
I M P O R T A N T	Make my report for university	<i>Meditate</i>
N O T I M P O R T A N T	Check all emails and response on it	<i>PC games</i>

This table show a real example of my life that after thinking a wasn't never in rush and start to make everything in time. (2011 — 2022 [EISENHOWER](#))

- Active experimentation - after select my actions by Eisenhower diagram I make for me more free time, and didn't spend my time of useless things. (Cottrell, S. 2019)

Like Kolb's method teach us that we always learn in cycle. So, I will increase my skills and have more time to do what I need to do.

Academic writing

- Academic writing is a clear writing to make understand to each reader. Academic or scholar writing is depended of the topic and the domain that you do. Using a special vocabulary, using complex sentences and have a very good structure of your text.
(2022 University of Leeds)
- Concrete experience – everyone can write an essay or a report, but to do it academically is not so easy. So, my concrete experience was that I can write it but not academically. Before I start this course, I knew something about academic writing, but after studying I see that I didn't know.
- Reflective observation – I analyse all the lessons that I have, read all of information that was given by university, was active at lessons and try to get more info about it. Speak to my colleagues about what they know, as well analyse my own knowledge and thinking what it needs more.
- Abstract conceptualization – by learning this module I get a lot of new information that will allow me in future do create essays reports and other documents that I will need. I understand that an academic writing has some characteristics like focusing and planning, structure, evidence, and others. Also, I know now that I need to know for who I make this report and why, that will make understanding of it easier. It gives me Idea about paraphrasing, summarising and a lot of the others things. I show me how to do references and how to do it correct. To show to the man who will read it, that I pick up this information from an extern source, but I show this in my own words, but I mention it. Cottrell, S. (2019)
- Active experimentation – the knowledge that I picked up at this module I use for writing of this report and the future reports. I use in this report nearly all that that I learn on this module, like using an academic language, position on page, having a nice structure. If to take from before, I wasn't capable to make the same correct report.

But like Kolb teach us we need to learn in cycle and the learning is never ending, by writing this report I get a lot of knowledge and the cycle can start again and is never finish. With information, skills and knowledge this is not the best report, so in future the circle will start from the start but the concrete experience will be different. In time when I will write lot of reports this will be perfect.

CV-writing

- For me a CV is a document from that an employed can have all the information about a potential employer. But is not just this, a good CV is nearly a way to get a job even if your skills and experience are not the best. (2022. All Rights Reserved.IT Training and Consulting)
- Concrete experience – everyone can write a CV, but to write it proper is not so easy. I done int in past, just get templates from internet, that is not bad, but is not the best way to do it.
- Reflective observation – by analysing the information and all the sources that I read, I make a conclusion that is not the best that I done in past. I ask my colleagues and they done the same thing that I done before. I am still thinking that this is a very important for the world in that we live, where the paper beat experience.
- Abstract conceptualization – using all the information I make a proper CV, that will allow me to get a better job, by putting everything in the correct position and write there all the needed information. And now for me a good CV should contain this information:
 - Name – is the main thing in it
 - Email address – this is a necessary thing in 21- century
 - Contact telephone – better mobile, not a lot of people use home phone
 - Address – if you want
 - Social media – if you want
 - LinkedIn
 - Personal statement – a short telling about you (no more than 3 lines)
 - Education and Qualifications
 - Title of qualification
 - Dates of it (always list recent qualification first)
 - Results
 - Work experience
 - Start with most recent work experience
 - Give exactly dates of it
 - Job title
 - Your key achievements
 - Additional responsibilities and activities

- Hobbies and interests
 - References from previous job
- Active experimentation – doing all this report and using new methods of writing new words and a lot of this I get a good experience. I write a few CV's and send it to a few companies, never know when I will have an opportunity for a better job

At the end how Kolb's show us that we learn all our life, and do it in cycle. Every new knowledge is a step for another one. This how even people that have a lot of experience on a job can't get it because they didn't write a correct CV. Or a man who didn't have experience on a job but mention that he can do the other things can get a job, where they will teach him to do what he need. So, CV is very important in 21 centuries. As more info we give we get a better chance to get a job. And we need to make a limit of info that we give. So, in this report I show exactly what we need for it. Cottrell, S. (2019)

Public speaking and giving presentations

One of the most important topics of this module is giving presentations and public speaking. Is a very good topic that will help us in life. To be a good orator and to make someone to listen with interest to you is not so easy. Like before we had an oral presentation, and it wasn't so easy for most of us.

- Concrete Experience – from before I always can speak on public, I defeat this fear long time ago. But anyway, is a bit of fear always, when is a new collective, or is a topic that you are not really Shure in this or in your knowledge.
- Reflective observation – I start think about what I know and what no. I see that me before pay too much attention on slides and information on it. But thinking about it I saw why I am here, to explain to the people. Not to give them slides just to read it. And a lot of the other things like not paying to much attention to slides stile and font that didn't make the text visible.
- Abstract conceptualization - after studding this module and this topic I understand a lot of new things about public speaking and giving presentations. For a good presentation you need to talk at natural rate of speech, speak clearly, make regular pauses, don't read from the slide. Apart of speaking you need to use body language as well, like keeping your eyes on the audience, don't turn your back to it etc. As well you need to finish your presentation, doesn't matter if someone didn't listen to you or something like this. Cottrell, S. (2019)
- Active experimentation – I use all this information that I receive when I had my presentation and try to show my best, but anyway I still need to learn.

According to Kolb – every single experimentation is a new experience, that is again on cycle, because we learn all our life so we never stopping do it.

Conclusion

After finishing this report I'd like to say that this is my first report making in UK and in English. But the teacher was very good and untestable with me and now I was capable to make a full academic report. The knowledge and skills that give me this module will help me for all my life in future. Like Kolb says that we always learning and an experiment from yesterday is a new experience tomorrow. I have enjoyed to make this report, by finding new information, make research of each topic. Using Kolb method for each topic was very nice. At the start I was starting in a bad way. Didn't read the instruction proper and make a half of report wrong. But in the life on the mistakes we got new experience. By writing this report I get a lot of knowledge and skills for future works that I will have at university and not only.

References

- 1) (2022 · EDUCATIONAL TECHNOLOGY) <https://educationaltechnology.net/kolbs-experiential-learning-theory-learning-styles/>
- 2) (2022 University of Leeds) https://library.leeds.ac.uk/info/14011/writing/106/academic_writing
- 3) (2022. All Rights Reserved.IT Training and Consulting) <http://www.exforsys.com/career-center/sample-resumes/office-manager-resume.html>
- 4) Cottrell, S. (2019). *The Study Skills Handbook*. London: Bloomsbury Publishing Plc.
- 5) 2011 — 2022 EISENHOWER. <https://www.eisenhower.me/eisenhower-matrix/>

Appendix

PLANS FOR FUTURE USING THE SKILLS THAT UNIVERSITY GIVE TO ME

NAME: IURIE CHETRARI

STUDENT ID: 2021450

QUICK REVIEW OF MY STORY IN UK



WHAT I AM DOING NOW



PLANS FOR FUTURE



SWOT

Strengths Knowing the job Know how to manage workers Work on tools the same	Weaknesses Too soft with people some times Risk to lose money and time High cost of materials
Opportunities Get more money with less stress Growing up to a bigger company	Threats Not sure that you always have a job Another cheaper company

REFERENCES

<https://www.dreamstime.com/boy-builder-kids-future-dream-construction-worker-professional-occupation-illustration-related-to-profession-objects-smiling-image153887795>
<https://www.dreamstime.com/flat-renovation-apartment-refurbishment-flat-renovation-apartment-refurbishment-image169093129>
<https://www.shutterstock.com/image-photo/business-people-brainstorming-company-future-growth-1902951301>

