

ACADEMIC AND
EMPLOYABILITY SKILLS

BMSW 4001

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INTRODUCTION

In this report I will write about my experience with this module presented online by our teacher Lizeta on several topics such as time management, academic writing, CV writing, references and more. I have chosen only a few qualities that I can apply to myself and to show reflection on them.

I will use the Gibbs Reflective Cycle that I learned in class. Graham Gibbs (1988) created a reflective learning cycle that is created to help people reflect on experiences. Includes the role of feelings identifying the way for each subject that helped me and was able to improve my knowledge. There are six stages, these are: description, feelings, evaluation, analysis, conclusion, action plan.

TIME MANAGEMENT

“Time management is the effort to use the time that is an important resource in-order-to achieve the purposes, in an efficient way. The purpose of the time management is not to increase the limited time but to increase the quality of the activities carried out in that limited time” (Erdem & others, 1998)

Description

I learned about this topic in our class when our teacher Lizeta gave us tips and structures to improve time management and help us to be more organized by using these structures such as creating a program of activities to help us. It is interesting because I organize my activity daily and the first priority is the most urgent tasks. I feel so much better now that I have realized that there are a lot of different ways to improve time management and do it right.

Feelings

I feel great when I realize how many different ways there are in improving time management and mastering it correctly, as we saw in the videos that the teacher showed us in class.

Evaluation

As a rule Pareto 80-20 I understood that it is important to start doing a good morning routine because it can affect the rest of the day. I will introduce this skill into my daily life because I understand how it is right to manage activities according to the priority of important work. I learned something important that urgent things should not be left to the last minute so as not to stress me out and not know how to manage time to finish the task or tasks on time.

Analysis

Our teacher Lizetta taught us about this subject in class, how to use time effectively and balance the demands of different aspects of our lives between classes and family, rest, food, recreation. I learned how to first list the most important ones so that at the end of the day I can be glad I did them. Now I know that there are many ways to save time manage it properly that our time flies very fast, it we are not aware when we use it with useless or less important things. I will try to gradually eliminate the unnecessary things that I used to do before and that I am still used to, and to focus on important tasks and family.

Conclusion

In conclusion, I can say that for a healthy and well organised lifestyle I need to improve my time management skills. By managing time efficiently, they can do their tasks on time and do impossible. Time management is a very important skill that everyone must have in order to be successful in life.

Action plan

In order not to fail, I will make a list every day of things to do as instructed by our teacher to improve time management. This will help me to better organized my daily activities by prioritising important tasks on the list.

ACADEMIC WRITING

“Is the formal writing style used in colleges and universities. It is what students are expected to produce for their classes for example in journal articles and books on academic topics, and you will be expected to write your essays, research papers, and dissertation in academic style. This skill is one of the most important tasks at University in-order-to be successful”.(University of Leeds)

Description

This topic helped me understand now important it is to use academic writing correctly in my essays but also in my life, because it is my important for the presentation in class and even when I go to the job interview for a good job. Our teacher did some exercises to help us understand how to improve the structure of a sentence, the structure of paragraphs, we watched some important videos that clearly explain the academic writing. I solved complex combining exercises and complex sentences.

Feelings

I feel happy that I learned this, that our teacher was patient to the end for each student repeating again if she didn't understand someone in the class and it was easy because she showed us videos that everyone could understand.

Evaluation

Knowing only my language in the country where I was born, when I came to the United Kingdom, I tried to find a job to learn English. But it was very difficult because it was not as easy as I thought. So I took the courage to study English at College Esol English. It helped me to make some progress. When I understood what the teacher explained to us in class and the meaning of the represented videos, I understand because I still have a lot of work to do and this can help me a lot.

Analysis

I understood that academic English at University is much more complex than English, which I thought I knew a little, but I learned from the videos presented in the class when I was trying to learn the subject. On the UWTSD in Moodle school app are videos about Shaun Macleod academic writing, which has improved our knowledge. He explains and gives advice in English about combining academic sentence writing. How to use the compound in sentences, this is very useful for every student in homework writing. I also saw about John McDonald who offers tips for improving academic writing and in our class it was useful because we learned how to use simple sentences that make more sense than complicated sentences, and this will be understand able to the reader.

Conclusion

Academic writing is one of the most demanding aspects for a student in a university so that the reader can understand what the student has learned in class. Our teacher Lizeta used to teach very useful lessons and videos, classroom activities to practice what the teacher explained to us in class and to better understand. I will use the ideas from Shaun and John's videos to further practice what was said there so that I can use the best in my essays.

Action plan

To improve this skill I will practice reading UWTSD resources provided by our teacher, reading books in English as well. This helped me in my essays and I practiced writing a lot to teach me how to eliminate spelling mistakes.

CV WRITING

“A Curriculum Vitae is a document that job applicants use to display their skills, academic qualification. Work experiences, is meant to show the employer who you are”. (CFI, 2015)

Description

In this lesson, our teacher showed us how to write a resume and what is the difference between a letter, if we wrote exactly what interests the employer so that he can hire us. I realized that a well-written resume can give me the change to succeed in my career by including information such as a concise clear personal statement, archived qualification, additional hobbies that should be linked. Of the requested position and reference. This I understood from the material presented in class by our teacher Lizetta what a good CV means and what it includes.

Feelings

I was extremely happy for the things I learned, very important and not too complicated. I learned that my resume should contain these details which I did not know before to create an attractive resume on the subject. I am excited about it.

Evaluation

Learning about this topic was a real help to me because I had to change a lot of things in my personal resume. I have learned that there are many different types of resumes that help me use my information and details correctly. I watched a “how to write a good resume” video by Jenny Cole that said that the most important thing doesn’t matter how much you write, but it takes a recruiter about five seconds to give an impression of what they see. Then in your resume. All it takes is simple rules to create a good resume. These small details should not be overlooked when creating a resume because they are very useful. I watched videos with Learn English with Jade and Learn English with Benjamin, both of which offer good advice and tips on how to structure or improve a British resume, what to include and what not to include.

Analysis

I realised that in this situation I can improve my CV writing so in the future when I need to apply for a job, I will take into account the advice from our teacher and the videos watched in class from Moodle to have a nice and correct CV. I listened to the tips and what I learned makes me more confident now because before I didn’t know exactly what a resume needs to be perfect but now that I have so much knowledge I know how to make my own resume to stand out and for pull the employer.

Conclusion

In conclusion this was very useful to me because I took important notes from the materials offered in class to make sure that I will apply correctly in the future, and to eliminate materials that are not useful in a perfect CV.

Action plan

In order to improve my resume writing skills, I will set some goals that I can meet in a timely manner. It helps me to understand the purpose of this and to progress through the guidance and knowledge shared by our reader. I will archive the objectives in the form of a good resume writing template.

CONCLUSION

In this report I have focused on my reflection on several subjects learned in class and which I find better in my own skills, and these have been explained above. I am happy with this module because I have learned so many interesting things and I am happy with the result of this online course because it is new to me and very useful, and it will be easy for me in the future. I can apply this knowledge in my essays and in my daily life, every skills is important both in College and in a job interview even when I apply for a job. Using these skills correctly makes a big difference. Time management skills help me a lot to have a punctual life with many activities fulfilling them all every day as I learned in this module.

“A failure in planning means planning to fail” (Benjamin Franklin), this means not to fail when we set goals, we need to have a daily plan to help us improve our skills and our life to be a satisfaction enjoying the nature of each day.

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2 OVERVIEW

- INTRODUCTION
- DESCRIPTION OF THE BUSINESS
- SWOT ANALYSIS
- CONCLUSION
- REFERENCES

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INTRODUCTION

- Business plan is considered a major that is necessarily a support to enter a business on the market (Almeida, and Sandos 2018). In recent years, more and more people are focusing on developing a business plan that is fruitful in marking a profit and eliminating the risks associated with the new business. The business plan includes various elements that are evaluated and that play an important role in the overall development. This report outlines a plan for a new restaurant that will be called "HEART of BUKOVINA" and offers sweet confectionery and café services. The restaurant will be located in the heart of the City of London which will be the target of all lovers of sweet traditions. The report highlights the key components and their assessment that are needed in developing and focusing on employment tasks.

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DESCRIPTION OF THE BUSINESS

- The new business will be called "Heart of Bukovina" which will be located in the heart of London City near Westminster. The restaurant will offer the target audience sweet Romanian class cuisine. The target customers of the business will be of all ages. The restaurant will also serve different types of cakes and drinks to various guests at affordable prices. The strategy for a new restaurant will be conceived and developed by the top management of the business.

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SKILLS I ALREADY HAVE IN ORDER TO MAKE NEW BUSINESS SUCCESSFUL

- It is important for a person to focus on a different set of skills that correspond to new business. All companies in the national and international market focus on developing skills that are very useful in increasing profitability and revenue (Barrow, Barrow and Brown, 2018).

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The major skills I already have are listed below using SWOT analysis :

- STRENGTH :** I can be the leader as a force for all members of my team to follow and obey my instructions for the proper functioning of our restaurant. As a leader, I involve my team in being active and participatory for each member in our operations.
- WEAKNESS :** I have discussions about the transmission of information. Information literacy is not so adequate, this leads to double work which is the repetition of some commands.
- OPPORTUNITIES :** Take advantage of all the opportunities available in the food industry. We take care of all the trends and fashionable foods that are, using all the ones in our menu and we are up to date with everything that is new.
- THREATS :** We have a lot of competition in the market that can pose a major threats to the new business (Hopp, and Greene, 2018). The nearby restaurants are a big threat because they offer us competition in the market and they also have very loyal customers.

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THE SKILLS WHICH I NEED TO IMPROVE IN ORDER TO GET SUCCESS IN NEW BUSINESS

- **Time management** : It is the most important skill that every person needs to know from daily tasks to everything we do, it is important to manage time with everything. Even if you are currently studying how to organize every day. I still have work to do in this regard. As a new market entrepreneur, I need to improve and be efficient in managing my time (Inkon, 2019). Time management is necessary for my business, for the overall achievement of my company's goals and objectives. We need to be very good with our calendar because we can lose customers if we don't give them order on time. It's important that they be handled in a timely manner.
- **Entrepreneurship** : Entrepreneurship needs ideas, thoughts of new beliefs and everything that is new to be in the industry. Growing fast and with a good reputation and goodwill in the industry for a long time. I have to observe everything related to the management and analysis of the financial risks involved and take risks that can have consequences for me.

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- **Team management** : A lot of work needs to be done on the skills of transmitting information in our team (Maro Visconti, 2019). There is a lot to be said about the ability to improve the operation of the restaurant. We need to be very administrative and coordinated with our information and mention a complete check of repeat orders. Understanding the world of the chose sector, I read relevant articles or ask for advice from recruitment agencies , job centres, etc. The recruitment agencies are good and can improve us with excellent staff (TOMASSONI, 2019). If there are any complaints or problem, they are very helpful in solving the problem.

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CONCLUSION

- My presentation above is the business plan which is a key and major approach that facilitates the development of a future business. The project concludes the importance of the various employment skills that are important in giving impetus to the new plan . It concludes above the importance of key skills and competencies that are important for advancing the business plan. This project also ends with the role of strategic and senior management in supporting the development of new business.

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