



Personal Career Development

PERSONAL CAREER DEVELOPMENT

Module: Personal Career Development

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1. Introduction

This report is a combination of my personal reflection of my roleplay and my academic knowledge as a person who applied for the vacancy of Interpreter & Translator in the company called Modern Languages.

This report will explain and emphasize the necessary successful steps that I will need to take in order to get the job position I was applying for.

This report will be helped with the lecturer's feedback as well as the references that help to complete this report.

2. Description

I will start saying this was my first roleplay of an interview. Firstly I roleplayed as an interviewee when my colleague asked me six questions related to the job vacancy I applied for, interpreter & translator, he as an interviewer asked me six important questions where each question proved my confidence and attitude to see if I was capable to respond properly and take the opportunity to work for the company called Modern Languages.

In this reflective exposition, I am describing the roleplay I did as an interpreter and translator.

The lecturer gave me some feedback based on the interview and the weak points where I have to emphasize more and improve them. He told me to do more research in order to achieve my career goals as an interpreter. I will speak about the lecturer's feedback because that will be important to achieve my objectives as it is an opinion of a professional person who has got experience in the work market.

In the process, I will analyse the skills I already have and also will analyse the skills I do not have in order to be an interpreter and translator.

3. Feelings

At the beginning of this module I had just a bit of understanding of what Personal Career Development was about. We were asked to do a roleplay of a job interview and I felt very well when I was roleplaying the interview for the job I applied for. I totally enjoyed the situation of simulating that I was in a real interview. My class colleague and I worked together as a team to roleplay a confident interview where we roleplayed as an interviewer and interviewee. I thought the roleplay was going to be tougher than I imagined but it was not. Of course, I think I could have done it better, but it was good knowing that it was my first time.

I felt relaxed and confident, I felt no stress. I felt confident about my abilities and the interview. I showed the interviewer and lecturer a great attitude in the interview along with a great cv and experience that was required for the job I was applying for. After this, the lecturer inspired me to correct the mistakes I had in the interview with nice feedback.

4. Evaluation

In this part, I will explain about the experience and skills I had and have, which was and is in my previous and current workplaces along with my academic achievements. I will explain as well the learning styles and self-motivation.

I see myself now as a person with a variety of skills. As I mentioned in the roleplay, I have a BA Hons degree in Modern Languages and I am a polyglot who speaks, reads, writes and listens in 4 different languages (Spanish, English, Italian and Portuguese) and at the same time, as an important improving characteristic, I am learning two more languages (French and Arabic). I am a professional interpreter and translator with some years of experience.

My skills are great written and verbal communication skills, good body language, I feel comfortable when I talk to people face to face, time management, organisation skills, interpersonal and intrapersonal skills, critical and analytical thinking skills and

outstanding problem-solving skills in which I see myself very calm when a problem needs to be resolved, I know how to work under pressure and I know how to manage it, also I have the ability to work to a high level of accuracy.

I am also a curious person who always wants to learn about new things, cultures, history and geography. I think all these things are linked to my job. I love being involved in a multicultural atmosphere.

As an extra quality, I am a flexible person at the workplace in terms of working hours and in terms of doing any task at work related to interpreting and translating.

5. Analysis.

5.1 Employer Requirements.

In order to achieve my objective of becoming an Interpreter/Translator, I am analysing a few requirements which employers seek.

What do employers seek on Interpreters and Translators?

- Be fluent in at least one foreign language, having knowledge in language's culture.
- Able to think fast and respond quickly.
- Interprets written and spoken material.
- Translate online, video and television media by subtitles.
- Follows up with clients to ensure satisfaction and understanding.
- Translates documents including literacy, legal, research, technical, scientific, educational and commercial material.
- Interpersonal skills, have empathy with the client issues or circumstances they are living through, have inclusiveness and influence, be sure what you are translating) and intrapersonal skills (productivity, resilience).
- Have a good attitude and personality in order not to only do your job properly but to create a nice rapport with the two parties.

Which qualifications are required to become an interpreter?

The qualification required is to have a bachelor's degree in languages or at least a national validate certificate in interpreting and translating, for example a BA in Modern Languages.

Which experience is required?

Although having previous experience is not required for this kind of job, prior works such as self-employment by translating documents or projects carried on your undergraduate would be beneficial.

5.2 SWOT Analysis.

In this part, I will explain the SWOT analysis in order to clarify my strengths, weaknesses, opportunities and threats.

Strengths: The strengths I have got are the interpersonal skills as well as patience which is very important when you are the intermediary between two people. The process to learn new languages and increase your language skills takes time.

Weaknesses: One of the weaknesses is to misinterpret the message that needs to be spoken or written from one party to another. Another weakness is to translate something that is not exactly what the message sender has said. This is one of the problems I have got as I try to make up a bit in order to translate the bad words into decent words, but this issue should be eradicated as it will bring miscommunication problems between the two sides.

Opportunities: What I wish the most is to have job or professional opportunities to increase my cv and job experience. I expect to have a better future.

Threats: There are a lot of people who work as an interpreter or translator, especially in the UK and in Europe as people in Europe normally speak at least two languages so lack of job opportunities because this role is quite demanding.

5.3 Learning Styles.

In order to understand more about the skills, I have, and I need to be an interpreter, I will describe the learning styles.

‘Learning styles refer to apprehension that each learner learns differently. It also means the method in which every student absorbs, accesses, understands and keeps information’ (Tech.com, 2020).

As there exists different learning styles, people mostly reflect on the VAK learning style. This method is divided in three ways: Visual, Auditory and Kinaesthetic, and it is also the one I do reflect the most.

The VAK learning style will help the pursuit of my career goals as to become an interpreter, I will need to apply all the mentioned learning ways (Visual, Auditory and Kinaesthetic) as visually applied it requires lots of reading. Auditory, one of the interpreter’s duties is to translate for example a conference, so it requires the ability to listen carefully to translate word by word. And as per kinaesthetic, the practice of reading a book and translating it for example, is the best way to learn by experience and doing rather than just seeing or listening.

5.4 Self-Motivation.

Self-Motivation is the strength that drives people to do things and create the skills which inspires you.

Self- Motivation is important to me because I want to be polyglot and be able to understand people and communicate with others no matter where I am.

One of the biggest examples which motivated me to become a translator and interpreter is that I like to help people, resolving their problems by intermediating in any kind of situation where they are struggling and require.

Without the self-motivation which I have built in order to achieve my employment goals, I do think the process would be different as I would not feel capable of developing all the skills and experience which is required.

6. Action plan

My Action Plan consists of reflecting on the SMART Objectives which I want to accomplish in a period of 3 years' time.

SMART Objectives are goals which are part of every point of our lives, it provides a feeling of administration, incentive, and a transparent focal point and it makes very clear what is really important to us to achieve objectives.

SMART stands for: **Specific**; well explained, comprehensible and unequivocal; **Measurable**; a criteria that calculates the progression regarding the objective set; **Achievable**: if others have achieved it before so if yes, it should be achievable; **Realistic**: pragmatic and applicable to the life purpose; **Timely**: with a marked timeline with a kick off date and a final date.

Specific:

- Improve my skills in the future, develop them more efficiently. Employers will have a look at it.
- Study a master in Interpreting & Translating or Modern Languages.
- Learning new languages, for example, I am currently studying French and Arabic.

Measurable:

I will realise I am becoming more fluent at languages once I can speak with people in their languages fluently and without complications, understanding the idea of what they are telling me.

Achievable:

Knowing that there are a few polyglots around the world and people who are very good at learning and speaking various languages makes me see this process easier and achievable.

Realistic:

Knowing that I am 26 years old, I know I am still a young person and ambitious who has got patience and will find better opportunities regarding jobs and studies.

Timely:

I see myself speaking 6 languages in total in a gap of time of 3 years. It will help me in the job market with better jobs and places to work with a great cv.

7. Conclusion

As a conclusion, I have covered all the SMART Objectives which I want to accomplish in a period of 3 years' time in order to become Interpreter and Translator, reflecting on the skills which I have, weaknesses and specifying on what employers seek. This report helped me to reflect on the opportunities, threats and gave me an insight of what will be my daily Interpreter and Translator duties, therefore, I feel more ready for the pursuit of my employment goals.

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9. Appendix

What do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
.Improve my skills in the future .Study a master in interpreting and Translating .Learn new languages (French and Arabic) .Become more fluent in languages .Be a polyglot .Fluent in 6 languages	.I will study the master in a known university in London .I will meet new people who speak the languages I want to learn .I will be more involved in multiculturalism	.Self motivation .Ability to adapt to new situations .Improvement of my skills .Patience	.AT the end of the three years from now I will be speaking two more languages, I will be working in better companies and have a better CV and more working experience as well as the ability to speak and treat with people	Three years from now