

Assignment Title: ACE Practical Portfolio

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Module: Academic and Employability Skills

Lecturer: Chao-Lan

Write an appropriately structured academic report where you reflect on your learning in this module, using a recognized model of reflection (one). Discuss 3-4 topics from those covered during the term (listed below) and reflect on how useful they have been to you, taking into consideration what you already knew and any learning you undertook outside of the classroom. You will need to explain the chosen model of reflection and apply it to each topic. You will also need to analyze published literature relating to the specific topics discuss and use the feedback you received on all in-class activities.

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Introduction:

In my future career, I want to be a businessperson I want to open my own business., helping people to buy good and cheaper cars.

Buy and sell cars in Africa. I choose this business because I know this is very profitable in Africa especially in **Guinea- Bissau**. I want to focus only **on Diesel Cars** because I want to take advantage of the new law that will prevent **Diesel Cars** from circulating in the UK.

I know this business needs some abilities and one of the skills more needed is time management. I am particularly powerful at managing my time.

This introduction is about to report where I reflect on my learning in this module, which I will be discussed. **Time Management, Referencing, public speaking, and CV writing.**

Time management:

Before the lecture on time management, I thought I was particularly good at managing my time and I had some lectures about time management it makes me feel more comfortable.

One of the books I read helped me to understand even more time management techniques.

then I learned Duhigg's (2013), The Power of Habit. **Why we do? what we do? and how to change?** Then I learned about the Eisenhower technique which explains the technique. I had never thought of prioritizing that way. I experimented and found that I go through many hours a day watching Netflix videos. So, I started to go through fewer hours in exchange for more hours reading a book.

According to Duhigg (2013), why we do? it came with Lisa's story, it all started when one day her husband came back from work and said, our relationship ended, because of the other woman. it was a shock, she was desperate she started to drink, smoke, no more money in bank and life had not continued.

What do we do? Lisa knew that need something to focus on. It will help make a change: then decided to stipulate a time to return to active duty and make a goal. Give up smoking it will change the old habit.

How to change: I Realized that time management is about the potentiality of habits. Give up a cigarette was the biggest change. After normal life back, planned for future, back to school buy a house, new job contract. Lisa's" habit change then had her brain. In summary, time management means, organizing, saving time, and prioritizing what is most important to do. Lisa's trip to Cairo would not refer to a holiday, but to better analyze what is a good and bad habit. Lisa managed to discover that quitting smoking would change her life, that is what she did to get a new life. then she managed to get back to school, had a new job proposal, bought the house.

Author: Duhigg (2013), title: The Power of Habit, Publisher: Random House Books, 19th edition (17/02/2013)

And, I read **Tracy (20013)**, presents twenty-one different techniques for getting more of the important tasks of your day done.

According to Tracy (2013), one of the techniques "use the ABCDE Method Continually" means before start doing the tasks, make a list and choose a point, then try to agree not to do anything before that point over. Implementing this habit improves your time management skills, saves your time, and helps to prioritize the most important tasks.

Another of the techniques used by **Tracy (2013)**, is to set deadlines and sub deadlines on every task and activity. Create your own "forcing system. Raise the bar on yourself and do not let yourself off the hook. Once you have set yourself a deadline. Stick to it and even.

This means stipulating a goal in activities and tasks, important to do, helps to discipline your person to be able to meet the projected goal and the stipulated schedule. this is a motivational technique used by Brain Tracy.

Author: Tracy (2013), title: Eat that Frog, Publisher: Holder and Stoughton Ltd 338 Euston Road, London NW1 3BH

Referencing:

Before the lecture, I knew that making references was just writing the **author's last name** and the **year of publication**. During some classes with Miss., added some more information, such as the **title of the book**, **where it was published**, and **who published the book**. Before this class, my knowledge was not enough to understand how to make a complete reference.

After I learn from **Miss Shao-Lan** where she added some more details our number of the book page, and where the book was written.

I learned that when I use other people's words in their work, I must refer to helps the observer to observe and identify where their source came from more quickly.

Referencing helps to provides the link between what I write and the evidence on which it is based.

I must make clear the sources I used when mentioning them in my work, the theses identify as (citations or citations in the text the reference that I have at the end of my work this identity as (list of references or citations in the text).

After the lecture I had an exchange of ideas with classmates on the topic of referencing, I learn the **volume number** also needed for reference. After this experience, I had more understanding, and I will be able to use it in my academic writing. After my modest analysis, I think that referencing a website is a little more complicated because it can consist of exceptionally long characters on one line. however, an editor can also be copied and still gives you a headache to find the link.

According to Pears and Shields (2019), in the book title "**Cite Them Right the essential referencing guide.**" n "Section A," referencing is the process of recognizing people's work by including it in their task or research, allowing the reader to identify my source material as quickly and easily as possible. so that they can read my sources themselves and check the sources.

Pears and Shields (2019), describe that referencing is needed because it allows showing that have read everywhere on the subject and considered also evaluated of others. I must show the evidence where my research comes from.

They remained me that every time I use someone else's ideas in my work, I expected to saw the reference. These rules have no exception in any of my work, from presentations to others. I must reference every material used for my work, books, journal articles, reports, lecture notes, videos, web pages, newspaper, and all legal material.

For them, all academic institutions recommend reference work to students to better assist teachers, and they expect a correct and clear reference.

Author: Pears and Shields (2019), title: "Cite Them Right the essential referencing guide." Publisher Macmillan Education UK

Public Speaking:

I was too reserved to communicate in public, I did not like to speak in public, because I was shamefaced of the audience. after my twelve years of schooling, I applied to be a teacher. this was my first public speaking experience.

Then I had more experience speaking in public, I participated in neighborhood associations and many activities, now I am more confident to communicate because my current job as a supervisor requires effective communication skills.

I started doing my research, I find **Anderson (2018),**" The official ted guide to public speaking",

according to Anderson (2018), "Ted Talks The Official Ted Guide to Public Speaking". with the right mindset, I can use my fear as an intelligent resource. It can get me to properly prepare for a lecture.

"The New Age of Fire."

The story of a woman who was extremely nervous with her palms sweating, her legs shaking a little. In the audience, she found 1200 eyes of people waiting for her to make a presentation. as soon as she enters the audience, a strong spotlight focuses on her, and 1200 people fix their eyes on her. she feels nervous and then clears her throat and gains the courage to face the crowd. In a brief time a miracle comes, everyone in the audience is coordinated and she manages to involve everyone in her world.

Anderson explains one of the surprises from the trip he made to Nairobi, Kenya, in the Talent Talking investigation. Met a 12-year-old boy, who discovered that Lions are afraid of the movement of lights, he took some pieces of his parents' radio to create a lighting system that would turn on and off in sequence, creating a sense of movement. After it functioned the attacks of lions stopped, and the news spread to the other villages and the pro- Lion environment was happy.

The big challenge was, Richard does not speak English well, he can't explain the invention. It was hard to imagine his big audience with more than **1000 people**, where can meet a personality like **Sergey Brian** and **Bill Gates**.

Richard's story is quite different, work with him was needed to frame his story, he was invited months before the conference to come to **Ted Talk**, to find a way to develop the communication skills.

After Richards had won a scholarship one of the best Kenya schools where was able to practice his Ted Talk, front of many people this practice helps him to improve the skills needed for a big audience. At the beginning of the audience, he was a little nervous, after starting all the audience was happy.

According to Anderson (2018) “one of the most powerful things is when you attend an inspiring talk, the speaker's words and words move you with an expanded sense of possibility and enthusiasm. you want to go out and be a better person. The growth and success of TEDS are due to the great inspiring nature of many of the lectures. that is why I drowned in TED in the first place. I believe in the power of operation.”

Anderson (2018), title: Ted Talks The Official Ted Guide to Public Speaking

Publisher: Hoder and Stoughton

CV Writing:

Before the lecture, my knowledge about CV writing was very different, for me it was just name, address, mobile phone, and following work experience.

After some lectures, I feel more confident, I know what should include on the CV and what should not. Now I will use all the information I had to learn to change all my CV to look better and professional. I learn that cover letter also needed on Cv.

according to Miss. Loan, (week 8) cv is about selling yourself and showing the employer what you have to offer the company.

Conclusion:

In conclusion, I learned more about Time management, where before the lecture on time management, I was particularly good at managing my time." then I learned Duhigg's (2013), The Power of Habit.

Then I learned about the Eisenhower technique, also I read Tracy (20013), which presents twenty-one different techniques for getting more of the important tasks of your day done.

And TED SPEAK was my choice to become a good communicator.

And even in the classes, I had with Miss. Shao-Lan, I learn more techniques to write a **cv**.

I will use all these experiences learned for my future career.

References:

Anderson (2018), title: Ted Talks The Official Ted Guide to Public Speaking

Publisher: Hoder and Stoughton.

**Author: Duhigg (2013), title: The Power of Habit, Publisher: Randon House Books,
19thedition (17/02/20130.**

**Author: Tracy (2013), title: Eat that Frog, Publisher: Holder and Stoughton Ltd 338
Euston Road, London NW1 3BH.**

**Author: Pears and Shields (2019), title: "Cite Them Right the essential referencing
guide." Publisher Macmillan Education UK.**

