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UNIVERSITY OF WALES TRINITY SAINT DAVID LONDON

IN PARTIAL FULFILLMENT OF THE  
CERTIFICATE IN HIGHER EDUCATION

TERM, February 2021 - REWORK TASK 2

ACADEMIC AND EMPLOYABILITY SKILLS  
(BMSW4001\_LON)

Lecturer: Ms. Sylvia HOFFMANN

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## 1.0 Reflection Report

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Reflection is the idea that focuses on the own learning awareness and gaining knowledge. It emphasizes experiences, learning, and beliefs (Kreber, 2004). To understand the suitable learning strategies of a person, reflection models are useful. It is important to understand what was not right in the past and how to improve that. There are ranges of model for reflection which are feasible for different situation. The model that will be used in this report is Kolb's reflective model.

### Kolb's Reflective Model

This is a popular model for reflection. Kolb developed this model where he described the experimental learning that takes place cyclically. There are four stages of learning which start with concrete experience. The remaining stages are reflective observation, abstract conceptualization, and active experimentation.

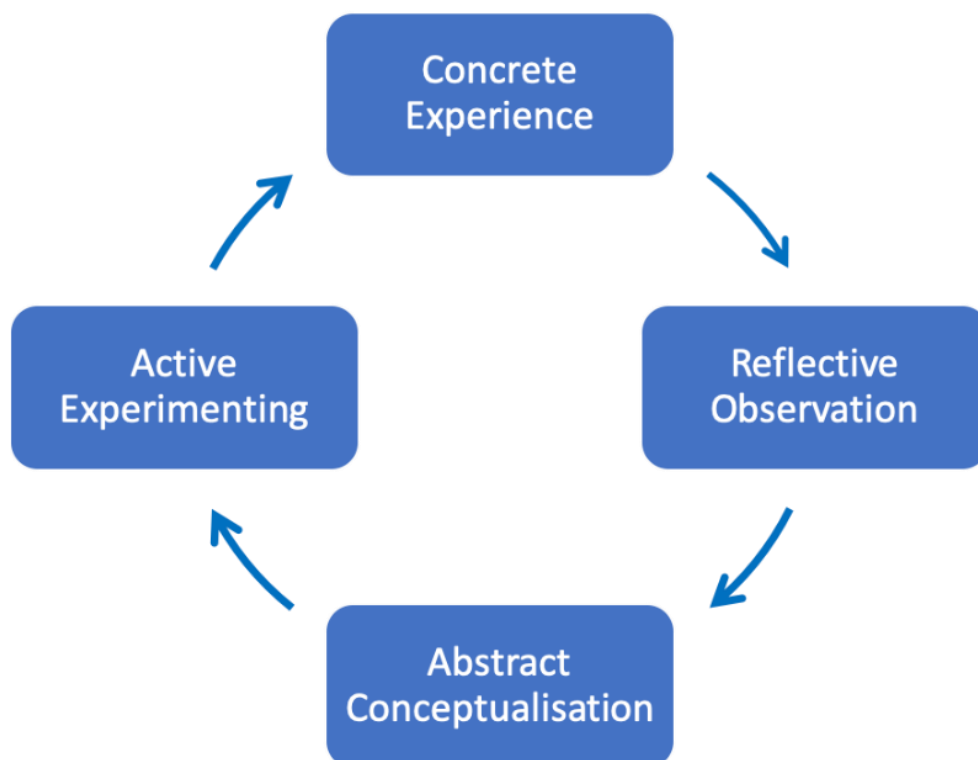


Figure 1: Kolb's Reflective Model (Dennison, 2012)

The proposition of the model is that a person learns from his own experience. At first, the learner experiences something that is new to him. This experience leads him to analyze it closely and learn it deeply. This experience encourages the learner to improve his current knowledge. The next stage is a reflective observation which involves learning the situation more deeply. The learner starts to think with the irrelevance between experience and understanding. He asks questions like what is the difference, what worked and what did not etc. Then the learner moves to the next stage which is abstract conceptualization. At this stage, the learner tries to come to a conclusion based on the analysis, observation, present literature, and his own concept. He usually discusses the topic with his colleagues and teachers to have a better idea. The last stage of this model is an active experiment. The learner now does not merely depend on the conceptualization. He actively experiments with the issue in his personal life. It enables the learner to have practical knowledge.

## Academic Writing

Academic writing is a kind of scientific writing that is used in educational institutes and scholarly publications. A student experiences such writing in his college or university. As a student, I have to deal with such writing in my education. Academic writing includes essay writing, dissertation writing, research paper, books, etc. The writing has some specific styles by which one can prepare his/her paper. Unlike informal writing, a person cannot write them with his own style. The writing is organized and well structured. This formal writing must be prepared based on the established concepts; not based on the writer's perception.

So, every argument needs to be evidenced with some references. No biased statement can be made by the writers. He should follow a specific methodology and be honest to accept the limitation of the study. The writing must be free from all kinds of grammatical errors and spelling mistakes (Friedrich, 2008). Plagiarism, which refers to copying other's work or ideas, is supposed to be a wrongful activity and subject to punishment. A writer must avoid this plagiarism and paraphrasing in all parts of the writing. The language of the writing has to be relevant and precise. The vague and unclear statement creates confusion in the mind of the reader. So, they are avoidable in all situations. In academic writing, a person should not write

something from his emotion. It is structured and scientific writing. Everything should be written with proof and evidence. Emotion does not have any place in scientific writing.

This module has provided good lessons on how to write academic work. The learning from this module has changed my perception of the academic model. As a new learner, I had limited knowledge about academic writing. Now, I know the core elements of academic writing. For example, I have updated my skill regarding referencing my work. Now I can reference my writing with an established method like Harvard or APA. I also came to know how to plan and organize the writing to make the work comprehensive. I can follow an established methodology to write my work.

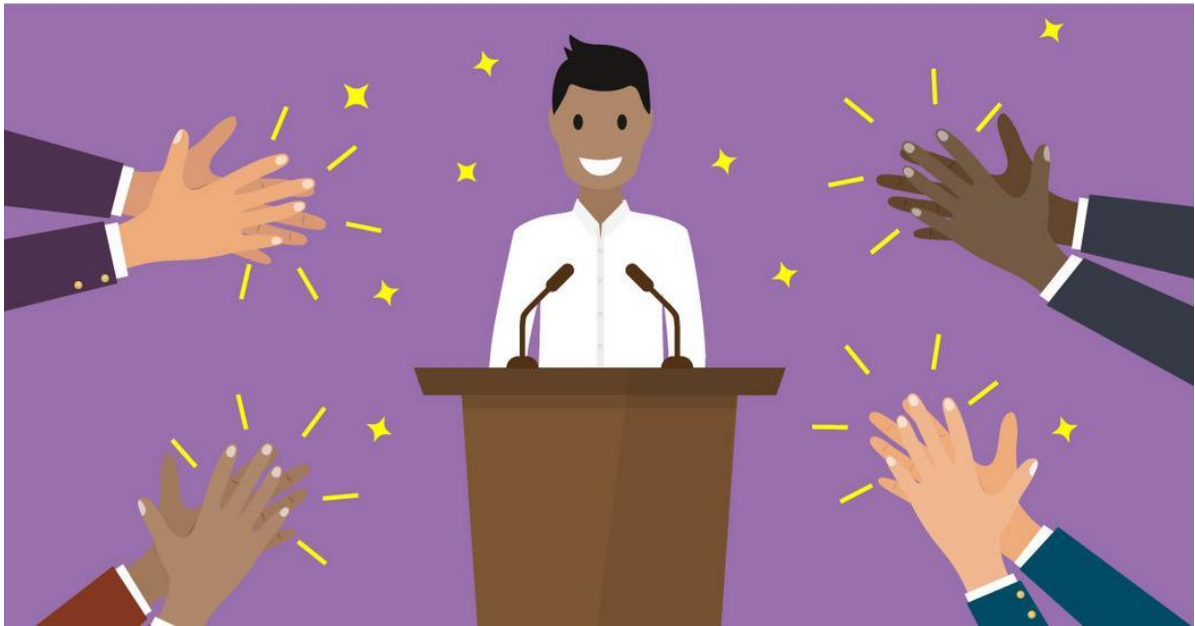
## Public Speaking and Giving Presentations

Public speaking and giving presentation are very important qualifications. Public speaking refers to giving a presentation directly in front of some audiences (Reinhart, 2017). Public speaking can be given on a topic for different purposes like conveying important information to the audience, entertaining, or motivating the audience. Public speaking is not merely telling something to the audience. One has to make a plan before the presentation and adopt a strategy while presenting according to the need of the situation and audience. The goal of the presentation is to transmit information to the audience and creating a positive impression in their mind.

Through this module, I have learned how to prepare a good presentation and present it effectively. What I have found to be important is that one has to prepare himself for the presentation. Since it is live and face-to-face communication, we cannot erase anything from our speech and do not have an opportunity to recall by taking time. That's why; I have made a slideshow in an organized way that will guide me in the presentation. Building confidence is essential for public speaking. It can be achieved by writing down the speech and practicing it personally (Chang, 2018).

At the time of giving the presentation, the most important thing is to grab the attention of the audience and engage them in the speech. The presenter must ensure that the audience is listening to his speech eagerly. Here the verbal, nonverbal, and visual communications are the most important elements. We have to be careful about using words of mouth and the gesture and posture should be positive.

Asking questions from the audience can encourage them to give more concentration in the presentation. Using images, graphs, and charts in the slide can play an important role to make the audience understand what exactly the presenter wants to mean. By creating a presentation for this work, I have got practical knowledge and improved my public speaking skill.



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## 2.0 Writing A Cover Letter

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### Definition of Cover Letter

A cover letter, covering letter, motivation letter, motivational letter or a letter of motivation is a letter of introduction attached to or accompanying another document such as a résumé or a curriculum vitae. [Cover letter - Wikipedia](#)

### Example Cover Letter

Beyhan Sarar  
Flat 25, Ariane House, London  
Phone: 07462 535599  
Email: beyhan\_sarar@hotmail.com

Date: 06/12/2020

Deloitte Recruiting Department  
2 New Street Square  
London  
United Kingdom, EC4A 3BZ

Dear Recruitment Team:

Having attained a level of progressive accounting work to-date as detailed on my attached CV, I seek a new full-time employment in your professional organization that engages in a framework of employee development career opportunities, to mutually benefit from my expertise, ethics and quality of work.

I would very much like for you to consider me as a candidate in your employee search programmes.

Looking forward to receiving your reply, I remain

Yours faithfully,

Beyhan Sarar

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## 3.0 CV Writing

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### Definition of CV

A curriculum vitae In Latin for "course of life", often shortened as CV or vita (genitive case, vitae), is a written overview of someone's life's work (academic formation, publications, qualifications, etc.). Vitae can be plural or possessive (genitive case in Latin). Vitae often aim to be a complete record of someone's career, and can be extensive, but they can be (depending on country) used in the same way as a résumé, which is typically a brief 1–2-page summary of qualifications and work experience for the purposes of employment, and often only presents recent highlights. In many countries, a résumé is typically the first item that a potential employer encounters regarding the job seeker and is typically used to screen applicants, often followed by an interview. Vitae may also be requested for applicants to postsecondary programs, scholarships, grants and bursaries. In the 2010s it became popular for applicants to provide an electronic text of their CV to employers using email, an online employment website or using a job-oriented social-networking-service website, such as LinkedIn.

[https://en.wikipedia.org/wiki/Curriculum\\_vitae](https://en.wikipedia.org/wiki/Curriculum_vitae)

## Example CV

Beyhan Sarar  
MAAT Certified Accountant  
British Citizen and London Resident  
Mobile: +44 (0) 7462 53 55 99  
E-mail: beyhan\_sarar@hotmail.com

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### **OBJECTIVE**

Provide significant talents to a progressive company as an accountant. Utilize personal skills and expertise in accounting by joining an innovative employer with firm opportunities to practice principles of accounting in a truly professional environment.

### **PROFESSIONAL SKILLS**

- Year-end Accounts Preparation
- Financial Reports Preparation
- Bookkeeping
- Bank Reconciliations
- Weekly & Monthly Payroll
- Vat Returns
- Pensions Scheme
- Year End Accounts
- Journal Entries
- Management Account Preparation

### **COMPUTER SKILLS**

- Sage Line50
- Sage Account Production
- QuickBooks
- VT Transaction
- Basic PAYE Tools
- Money Soft - Payroll
- Sage Line50 – Payroll
- MS Office programs, Word-Excel
- Power Point
- Completed Mavis Beacon Typing Courses and Advanced Level Typist

### **PERSONAL SKILLS**

- Fluent in Turkish (Native)
- Fluent in English
- Deadline led
- Time management
- Attention to details
- Good communicator
- Problem solving
- Team player
- Honest
- Eager to progress
- Critical thinking skills

### **ACADEMIC QUALIFICATIONS**

- University of Wales Trinity Saint David – London (2020-2021)  
Certificate in Higher Education
- Antalya Trade High School – Antalya (2000-2003)

### **PROFESSIONAL CERTIFICATES, MEMBERSHIPS AND COURSES**

- AAT (Association of Accounting Technicians) - London, UK (2017 - Present)
- Winchester School of English (2003 - 2004)
- Intesol Worldwide ltd - Tesol Certificate (2011 - 2012) (Certificate of Teaching English)

**Jul 2018 – Present     Hurkan Sayman & Co Chartered Certified Accountants  
London**

- Preparing Year-End Accounts, Fixed Assets, Depreciation and Amortization entries, year-end journal entries.
- Bookkeeping in VT transaction (posting the purchase and sales invoices, bank reconciliation and financial reports).
- Reconciliation of Bank, purchase ledger, sales ledger, PAYE, wages, Payroll reconciliation and analysis.
- Prepared VAT returns for sole traders, partnerships and limited companies. Preparing and filing SA and CT Returns.

- Bookkeeping in excel, Sage Line 50, Sage Accounts Production. Preparing and filing VAT returns for sole traders, partnerships and Ltd companies. Helping payroll activities when needed.
- Reconciliation of Bank, purchase ledger, sales ledger, PAYE, wages, Payroll reconciliation and analysis.
- Preparing Year-End Accounts, Fixed Assets, Depreciation and Amortization entries, year-end journal entries.
- Preparing and filing Self-Assessment and Corporation Tax Return.

- Setting-up necessary accounting procedures, ledgers and books to provide services of a CPA and Financial Consultant
- Bookkeeping, Bank Reconciliation, Journal Entries, Financial Reports, Set-up new businesses and incorporations. Filing monthly Payroll, VAT returns and CT.

- Management Accounting, Bookkeeping, Compilation Works, Bank Reconciliation, Journal Entries, Financial Reports
- Fixed Assets register, Depreciation and Amortization Entries, Brokerage Statements on Excel spreadsheets
- Preparing Payroll, W3 - W2 Salary and Wage Statements, 940 & 941 Tax Forms

- Bookkeeping, journal entries, controlled the current accounts, prepared flight invoices. Prepared Financial Reports (Trial Balance, P&L, Balance Sheet etc.)

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## ***4.0 Conclusion***

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I will use Cover Letter and my CV, both of which I have also prepared in partial completion of The Certificate in Higher Education at University of Wales Trinity Saint David, London and appear as a portion of another but related assignment.

I have drawn upon the resources I have learned in class at University of Wales Trinity Saint David, London, as well as the elements discussed immediately above to make my CV look good, clear, concise and with no spelling mistakes. Of course, when submitting application, I will be respectful of the potential employer enough to address my cover letter in accordance with the application instructions, if any, and to a particular person or particular department as the case may be.

I have learned in class that I must “gather information” that is directly applicable to expanding in the mind of the potential employer how my background is in addition to my skills, necessary for getting the goals accomplished that need to be achieved. I have also learned that once the information necessary to present myself in the best possible light in terms of “employability” in the mind of the employer that the information must be organized in such a way that it flows logically toward presenting value in me as a potential employee. In utilizing the aspects of “critical thinking” which I’ve learnt in this course, I have been able to think critically of my problems presented by my background in ways that my presentation of self to the potential employer causes the employer to see my value as a problem solver within the organization, providing leadership and working within groups to accomplish the required goals.

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## ***5.0 References***

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- [https://en.wikipedia.org/wiki/Curriculum\\_vitae](https://en.wikipedia.org/wiki/Curriculum_vitae)