

# BMSW4001 Academic and Employability Skills (ACE)

2020998-Samira Soares  
Lecturer- Noura Mohamed  
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# Introduction

- **In this presentation , I'm going to cover 6 Academic and employability skills topics that i will be using to gain more values, more knowledge and experience for my future goals .**
- Time management and organising study
- Public speaking and giving presentations
- Online learning experience
- Reflection



# Time management/Organising study

- As a new student I still struggle with being : organised ,focused and how to properly manage my study times.
- Since the course started my daily routine as change completely ,now i wake up everyday around 9am to start my day .I eat breakfast then go straight to the University portal to check my emails and to revise the previous class topics and tasks.
- Reading various articles online as helped a lot because sometimes I don't fully understand an subject and I go to google to do more research then I highlight the frases that I think are bullet points ,I copy them and pass it to my laptop.
- I have found some really good books, about Uni student life and to be honest they are very interesting. The name of the book is Time management for college students :the underground playbook for managing school , work and fun by Dennis Stemmle basically the book gives you good tips about how not to overstudy ,overwork and to always have a schedule so that you're able to have relaxing hours too.



# Public Speaking and giving Presentations

- When it comes to give any type of public speech, I always get a bit shy because I don't want to do a bad presentation or look nervous and unprepared but since last week I have been practicing my public speech with a help of an app.
- To be honest it has been very helpful as helped me pronounce some words clearly, how to control the tone on my voice and also counts my bullet points phrases.
- Practicing out loud is another way that I have been using by writing down everything I want to say in my sketch book and reading it out loud as giving a boost in confidence on public Speaking.



# Online learning experience

- My online learning experience so far has been great, I'm able to learn in various ways that I never knew that could be possible. The lecturers that I have are very good and have a lot of patience and they are always ready to repeat or explain in different ways so that me and my colleagues can fully understand what they are trying to say without using complicated words. I am a bit shy when it comes to ask questions sometimes so it has happened a few times that before I ask a question I will google it 1<sup>st</sup> to make sure that it makes sense.
- The other tool I have been using, is the university library, to search for ideas to complement my essays. I enjoy a lot the class activities and the way my lecturers present them, helps me exercise my capacity to do searches on my own, be a better writer, reader and more prepared. I still have a lot of progress to do when it comes to, present my online homework or give a speech but with practice exercises I know I will get better each week.



# Reflection

- **Being at this University as giving me hope that with patience and hard work I can achieve anything that I want .**
- **5 years ago who thought that I will be studying to be an health and social care worker in the near future. I sincerely hope that the hard times won't take the best of me I don't want to fail and I know that the lecturers that I have are pushing me to do my best so that I can gain all the knowledge to be a excellent professional in my future career.**

