

Academic and Employability Skills

Task 2

Table of Contents

Introduction	1
Reflective Model and It's Implication	2
Summarizing Skills	2
Referencing Skills	4
Cover Letter	5
Critical Thinking	6
Conclusion	8
References	9

Introduction

One can develop employability skills with diverse talents, experience and personal qualities may be enable a person to qualify more for a job. Academic skills and capabilities have a beneficial impact on the work efficiency of individuals (Yawson et al.,2020). Through the effective academic skills development, individuals might enhance their employment skills. There are different types of academic competencies such as critical thinking, presentation, communication skills and so on which allow people to be immediately effective in their preferred professional position. But with the help of this academic report, I may collect numerous academic skills. In the framework of the Gibbs reflection cycle model, the report is discussed with the abilities I have learned from this module.

Reflective Model and It's Implication

A helpful method to work through experience is Gibb's reflective cycle model. In 1988, Graham Gibbs developed Gibbs' Reflective Cycle which offers a framework for evaluating events and connects to repeated events (Pianpeng and Koraneekij, 2016). Here, it allows me to comprehend and prepare on the experiences that I have gained from the academic experiences to complete this module and literature sources. The steps of Gibbs' Reflective cycle can be stated as

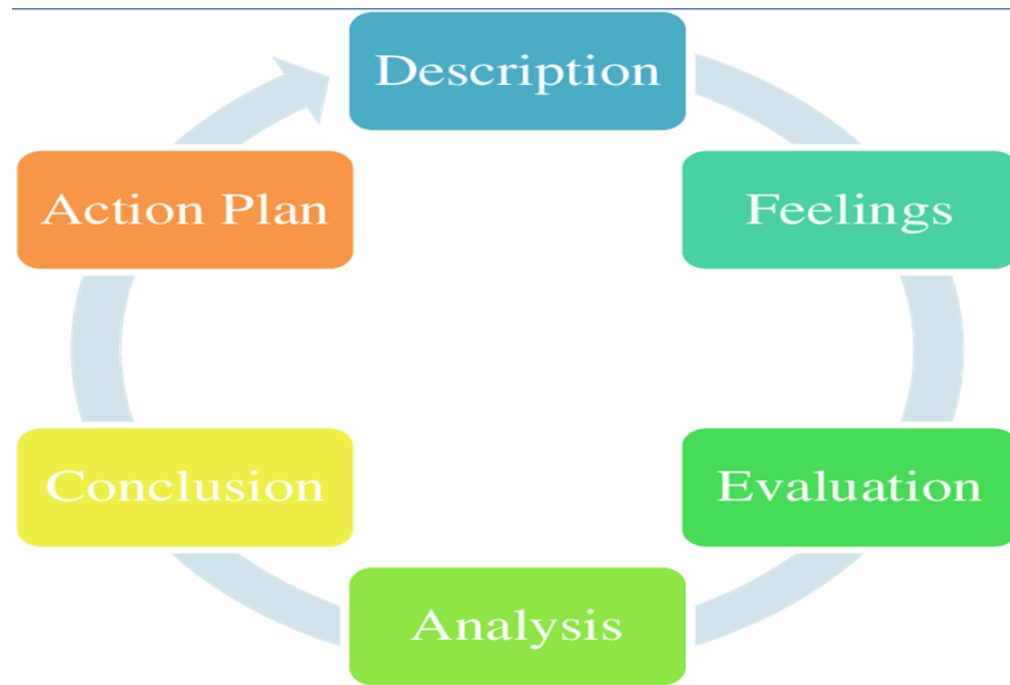


Figure 1: Gibbs Reflective Model

Source: (Gibbs, 2020)

Summarizing Skills

Description: The training provided me with practical experience, including the ability to summarize. We have practiced empirical research, as well as the stages and technique of writing an academic paper for the requirement of the course. The course teacher encouraged us to utilize writing activities that included reflection on past experiences to assist build writing skills and increase vocabulary knowledge. We were also urged to provide brief descriptions on a regular basis, maximizing the recommended books, papers, or journals to get the most relevant and

suitable information. In order to write the report, I had to guarantee that the primary idea was supported by essential information. I wanted to utilize key words or phrases to highlight important aspects in the written material while also avoiding irrelevant or unneeded information. As a result, I've been able to improve my summarizing skills.

Feelings: I believe that summarization is not as simple as we believe. Not Every learner is able to extract the relevant information from the material. In reality, learners are often unable to absorb the subject and distinguish between fact and opinion. As a result, students must improve their vocabulary and critical thinking abilities. Furthermore, students must concentrate on their reading abilities in order to absorb a broad variety of information and grasp the main idea quickly (Chekanova, 2017). In addition, improving writing abilities is necessary to guarantee that material is written in the most effective manner possible.

Evolution: The module is very beneficial to my academic development. The fact that the course instructor pushed learners to summarize for whatever was read in order to improve our reading and writing abilities worked well. As a consequence, I was able to select the most intriguing ideas in a text, eliminate superfluous information, and integrate the essential concepts in a meaningful way.

Analysis: I believe that the course has improved my capacity to summarize, allowing me to identify key ideas and integrate important material that has been provided to me. It allows me to focus on key phrases and sentences that are essential to remember and worthy of highlighting in a given text. Summarization skill helps learners handle a wide variety of information and reduce it to the essential elements for a simpler examination (Li, 2018).

Conclusions: I learnt that summarizing methods may be used to recognize the main idea while eliminating unnecessary information in all areas of academic and professional material.

Action plan: I'll study more and make discussion of books, journals, and articles to expand my vocabulary. I've decided to enhance my problem-solving skills as a way to learn brainstorming. I'm going to put new conceptual frameworks into practice while also strengthening my critical thinking skills.

Referencing Skills

Description: Attending this session will assist me in learning the “Harvard” referencing style, which is required in our report. We needed to provide a reference to let the reader know where ideas in a report came from other sources (Stuhmcke, 2015). It reassures the reader that the information he or she is receiving is accurate and trustworthy. Reference properly credits the creators of ideas, theories, and experimental findings in order to show the reader how the point relates to the secondary idea.

Feelings: Before I learnt how to reference and cite sources in any material, I believed referring was a difficult task. It was much easier for me to comprehend how to give reference in my written project after receiving appropriate instructions from my module and instructor. Also, reading various material from websites regarding referencing styles.

Evolution: The items that functioned well so that we could practice our reference skills. We were to give references in our assigned report to tell our instructor about the materials we required to enhance and develop our works, which included books, papers, and journals.

Analysis: If I borrow an idea from someone else's work, such as a newspaper, article, or website, I need to mention the author's name to show where the argument came from. This is true regardless of whether another author has paraphrased, detailed, or explicitly cited my report. Using referencing, I can distinguish between my own ideas and those of others, thus avoiding plagiarism. It also shows my understanding of the subjects. This is an important component of effective learning in academic writing. It puts my findings in context, shows the breadth and complexity of my research, and emphasizes other authors' research.

Conclusions: I learnt that reference is an important part of academic activity. It provides facts to back up one's ideas, assertions, views, and perspectives so that others may comprehend the resources he or she has provided.

Action plan: I will continue to study a variety of textbooks, journals, newspapers, and articles in order to enhance my reference skills and, as a result, my capacity to prevent plagiarism.

Cover Letter

Description: A cover letter seems to be a document sent with an organised resume to provide more information about one's skills and expertise (Scott, 2020). The paper contains detailed information on why one is qualified for the position being sought. To enhance our academic writing skills, our course teacher urged us to use professional writing to create a job application cover letter and an organized resume.

Feelings: Cover letters for students have proven to be tough and time-consuming to write. I realize that cover letter writing is unique and subjective in comparison to other types of writing. Outside of the typical writing experience, various writing formats need distinct approaches. The module exercises taught me that a person may use a number of academic writing techniques. In the preparation of different kinds of cover letters, I believe there are numerous techniques and styles of writing that must be practiced.

Evolution: The course has helped me to improve my academic and professional abilities significantly. The course instructor provided us with clear instructions on how to write an outstanding resume and cover letter. However, it's not like every student has the ability to write an effective cover letter. As a result, our course instructor provided them with appropriate comments, and those individuals were able to write a decent cover letter.

Analysis: By creating my own resume and cover letter, I may get a new academic competence. Most significantly, I am aware of the strengths, which include abilities, expertise, and accomplishments that may be used to future possibilities.

Conclusions: I learnt that a cover letter should complement rather than duplicate a resume. Its goal is to evaluate facts, create a solid CV, and add a personal touch to a job application.

Action plan: To learn more about how to write a productive cover letter, I will study and practice different methods of writing cover letters. In order to improve my cover letter, I will also concentrate on enhancing my own qualities and talents which will help me to reflect a perfect cover letter.

Critical Thinking

Description: Critical thinking is the process of evaluating a subject or situation, as well as the facts, data, or information that related to it (Rollins, 2010). It is a collection of abilities which I am able to acquire during the course, including reading and writing skills, problem solving skills, reasoning skills, recognition skills, and so on. The module instructor has given us case studies and had us participate in various problem-solving activities, which helped us improve our critical reasoning skills.

Feelings: Critical thinking, in my opinion, is a wonderful approach to get to the bottom of a situation and solve any issue. However, not all of us are capable of critical thinking at the very same degree. Learning to set aside one's own personal views that may affect one's choice is unquestionably important and maybe more difficult. It is critical for all students to consider things from a variety of viewpoints.

Evolution: Critical thinking has a significant effect on comparing arguments in relation to a scenario (Narmaditya, Wulandari and Sakarji, 2018). This program pushed me to put it into practice more and assisted me in making the best possible logical and perceptive decisions. Even the brightest among us may fail to identify stereotypes, thus this skill can be very difficult. This is not an easy capability to acquire; rather, excellent critical thinkers must practice more and more in order to be at their optimum when evaluating information critically.

Analysis: The use of critical thinking has allowed for the establishment of vast knowledge via the use of other abilities as needed by learners. The good feature of this course is that it may enhance critical thinking skills depending on a student's learning capacity. For those who were able to utilize their other skills to address an issue, the techniques described in the key module proved to be successful.

Conclusions: I learnt that each person is unique, and that a single method for a group of people can never be shown to be successful. And the skills I was able to grasp from the program were useful, and I am hopeful that I will be able to use these critical thinking methods to further my profession.

Action plan: In order to enhance my critical thinking skills, I'd want to urge myself to identify the information that forms my assumptions and to evaluate whether or not my sources are trustworthy.

My ability to critically examine and appraise complex subjects and situations will also need to be enhanced.

Conclusion

It is a growing challenge for the students to get qualified for a job according to their wish and improve their academic skills which can contribute a lot to their professional life. By looking at the job advertisement and current academic scenario, it can be said that there are certain areas of academic capabilities which are being expected from the employers as the significant employability skills. So, different academic practices like the critical thinking ability, cover letter writing, summarizing skills or the referencing skills can make a student capable in writing, arranging their proper resumes to the related offers and make their research related work fruitful. It can be expected that, the academic skills I've gained from this module and course will help me in the future to make significant improvement in my professional career.

References

- Chekanova, S., 2017. The strategy of teaching the skill of summarizing a text. *Issues of Applied Linguistics*, (26), pp.69-76.
- Council, F., 2020. *Council Post: 10 Ways To Improve Your Presentation Skills*. [online] Forbes. Available at: <<https://www.forbes.com/sites/forbescoachescouncil/2016/06/13/10-ways-to-improve-your-presentation-skills/>> [Accessed 28 November 2020].
- Li, Y., 2018. How Does Student Interpreters' Interpreting Performance Relate to Their Performance in Summarizing?. *INTERNATIONAL JOURNAL OF LINGUISTICS & COMMUNICATION*, 6(2).
- Narmaditya, B., Wulandari, D. and Sakarji, S., 2018. DOES PROBLEM-BASED LEARNING IMPROVE CRITICAL THINKING SKILL?. *Jurnal Cakrawala Pendidikan*, 37(3).
- Pianpeng, T. and Koraneekij, P., 2016. Development of a Model of Reflection Using Video Based on Gibbs's Cycle in Electronic Portfolio to Enhance Level of Reflective Thinking of Teacher Students. *International Journal of Social Science and Humanity*, 6(1), pp.26-31.
- Rollins, B., 2010. *Critical Thinking*. San Diego, Calif.: Classroom Complete Press.
- Scott, G., 2020. *Professional Cover Letter Examples For Job Seekers In 2020*. [online] Resume Genius. Available at: <<https://resumegenius.com/cover-letter-examples>> [Accessed 28 November 2020].
- Stuhmcke, A., 2015. *Legal Referencing*. Chatswood, N.S.W.: LexisNexis Butterworths
- Yawson, D., Yamoah, F., Sarpong, F. and Abban-Ampiah, G., 2020. Inculcating Employability Skill Sets in Undergraduates Through Employability Embedded Courses: Students Experience Anatomisation. *Archives of Business Research*, 8(6), pp.165-179.