



ACADEMIC AND EMPLOYABILITY SKILLS

Module number: BMSW4001

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1) *Public speaking:*

- *What is public speaking and giving presentations?*

Public speaking is giving an oral presentation front of a group of people in class or in public places. Presentation is part of our life in this days, we're using presentations in class, in Public events and in many other places. One day you might be your workplace ask you to do presentation front of your colleagues or even at the university you might be ask to make a presentation front of you classmates and you have to be confident and believe in yourself. You don't have to be afraid to speak front of group of people because this is going to make you nervous and you will forget everything what was in your mind. Presentation is like sharing your thoughts, ideas. The most difficult part is when you have to stand front of everyone and every eyes is on you. On this part of the presentation a lot of students get a more nervous. You also have to plan your presentation and how you going to presented.

2) *Advices for Public Speaking and Presentations:*

- I can advise the students to take a deep breathe.
- Second one is to take a minimal notes.
- Plan the structure of your presentation
- Memorize the most important information
- Use a pauses
- Keep talking all the time
- Research your audience
- Practice

3) *The Importance of Public Speaking*

When you speak in public spaces you have to have public speaking skills, you have to be able to attract different people attention in order to deliver your message.

Public speakers have to inspire their auditors.

Public peaking help you to inform people about something interesting, and you have their attention.

There is some benefits of the public speaking: if you're working in marketing, you can get more customer with your good public speaking, and you can make more sales for the business.

You can become a leader at your workplace, being good public speaker makes you the best candidate for a leader, because good leaders are the want who can speak and share with you.

With public speaking you can be confident while you're speaking in public places.

Public speaking allows you to relax in a group situation or when spotlight is on you. Public speaking improves your communication skills, critical thinking skills, it teaches you how to argue, how to be better listener and many more.

4) Online Learning Experience:

Online learning is teaching using the networking, online learning is actually one type of "distance learning". With this type of learning you don't have any limits where you're in which point in the earth you are you still can learn. Online learning is really flexible

Virtual learning environment is teaching that takes place over the networking. However, virtual learning environment is just one type of "distance learning" This type of education we can call the umbrella term, because this learning is taking place online no in the room. In this days we have so many improvements in technology which allows students to study fully online while still mixing with classmates, watching lectures and participating in subject-specific discussions. By courses available in nearly every subject, and flexible plans to suit almost every lifestyle, students are more and more turning to online learning as alternative to on-campus study. Although some reproduce online learning to involve a better grade of self-motivation, organizations identify that learning support is just as important as tutor feedback, and take great care to confirm that their students receive the same levels of support that they would receive on campus.

5) The Advantages of Online Learning:

- *Efficiency:* Online learning offers teachers an efficient way to deliver lessons to students. Online learning make the teachers' way more predictive because they can use a lot of tools like videos, YouTube. With the traditional books they can't have the full attention of the students.
- *Accessibility of Time and Place:* A different benefit of online teaching is that it lets learners to join lessons from any place they want. Online learning lets departments to reach out to a more extensive network of learners, instead of being restricted by geographical limits. Also, online lectures can be recorded, archived, and shared for future reference. This allows students to access the learning material at a time of their comfort.

- *Affordability: A new really important advantage of online learning is the financial costs. Online learning reduces a lot of costs like student transport, student meals, and one of the biggest one is the real estates. Actually everything what students need is online they don't need to come to campus for any materials or books, they have everything in their laptops, we help the environment by reduces the paperwork's.*
- *Improved Student Attendance: When online classes can be taken from home or any another places they shouldn't miss any classes.*
- *Suits a Variety of Learning Styles: All learners has a different knowledge and a different education style. Some learners are visual learners, while some students prefer to learn through audio. Also, some students like to learn and do different activities in group, and other like to do everything by their one they are solo learners. This kind of people are easily distract by other people.*

6) The Disadvantages of Online Learning:

- *Failure to Focus on Monitors: For many students which I know the their biggest challenge is the struggle to focus on the screen a lot of them when they're on the screen for a very long time they get tired and fall asleep.*
- *That's one of the biggest problems with online learning, student can be easily distracted by a lot of things like: Facebook, YouTube, and any social media, they can do wherever they want while they study. Lot of the students can't stay focused while they study online.*
- *Technology Issues: Another key challenge of online classes is internet connectivity. If something happened with your internet you cannot join your classes and that's one of the biggest problems with online learning when you're losing your connection you losing everything what happened in class and your attendance go lower because you didn't join the class.*
- *Sense of Isolation: Students can learn a lot from each other. In the online classes there is a lot of limits of the students they can't talk to each other. A lot of student's ell really isolated and lonely. In this case the schools allows another types of communication between the students this can include messages, video conferencing, emails that will allow for face-to-face communication this can reduce the sense of isolation and loneliest.*

- *4. Teacher Training:* Online learning have need of tutors to have a basic understanding of using digital forms of learning. However, this is not the case always. A lot of the teachers doesn't know how to use this technologies. From time to time, they don't even have the essential resources and tools to conducts online classes.
- *Manage Screen Time:* Many parents a worried about their children's eyes and posture staying all day long front of the computer. This is one of disadvantages about online learning that the children's a staying all day front of the screen and this develop many physical problems.

7) Cover letter writing:

A cover letter is a document you send with CV when applying for jobs. Its like personal introduction and helps you to show who you're as a person.

A cover letter is mandatory as it gives you more chance to explain to an employer why you're the best candidate for the job. You do this by bring out relevant skills and experience; therefore you should always write your cover letter with the position you're applying for in mind. Not to be confused with personal statements for your CV, cover letters should complement your CV but not duplicate it. The general consensus among recruiters when it comes to the length of these documents is the shorter the better. Typically three to five short paragraphs, cover letters should not exceed one A4 page.

How to write a cover letter: *The first thing you have to do is to research the job you applying, to help you trade your successful cover letter you have to find information about:*

- *The person who is going to read your cover letter*
- *The organisation and their culture*
- *The industry*
- *The market position*
- *The company competitors and the market position*
- *The organisation goals in next 3 years.*

How to address a cover letter:

When you trying to address cover letter always try to write to the right person if you don't know their name you can always write:

- Dear Sir or Madam
- Dear Head of IT
- Dear Customer service manager
- Dear Hiring manager

If you're a university or college student you can always make an appointment with your carers service to access help when you writing your CV or Cover letter. You'll have the chance to speak with professionals advisers, get advises of what to write and what to not write. Also you can professional eye look over your Cover letter before you send it to someone else. If you're student don't miss this change someone can help you for free.

8) Writing a CV:

A CV is a paper which you use to apply for job. IS a document which attribute all your qualifications, skills and experience you have is way you selling yourself to the employees. A standard CV should be no more than two A4 pages for a people who have experience more than five to ten years they might be need three pages. To save place only include the main points of your education, qualification and experience. Any other information you can write into your cover letter don't reply yourself the CV and the cover letter.

CV is the way you make your self-look better than others, is way you can make your employee invest in you because you're the best candidate.

What to include in a CV:

- **-Contact details:** First of all is your contact details: In your CV you have to include your full name, address, mobile number and email address. You can include your date of birth and if you're required photograph, if you have linked profile you can include this one as well.
- **-Profile:** A CV profile is a short report where you can spotlight your bigger achievements, skills and stand out from the other candidates. Most of the time you can placed at the beginning of CV. One of the best CV is the one which focused on the job you applied. The best CV profile focuses on the sector you're applying to.
- **-Skills and achievements:** Here is the place where you can speak about how many languages you speak and what kind of skills you have. Skills that you list should be relevant to the job you applied.

References

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