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In this report I will be analyzing four of our topics which I have learned during my lessons in Academic and Employability skills. I have chosen to analyze the following topics which are:

1. Paraphrasing
2. Summarising
3. CV writing

In this paragraph I will be analyzing the skill paraphrasing to see and understand how well my experience during those lessons was.

My experience of paraphrasing start back in 2016 when I was in school, we had to learned in our classes of English. In my experience I had to learn first the meaning of paraphrasing which was 'when you must generate a text which is created by someone else's idea, but you have used your own words in order to create and not changing the meaning of the original text'. My first reaction of this was that this might be easy, but It was not. When I began to practice it got a point where I was about to give up as this was very hard for me. This was because it was start of my education in England and I did not know any English and I was struggling to practice it and learned. I had to practice a lot so I can get to know how use this skill correctly. My second experience was when we started to learn this in one of my lessons in academic and employability skills, therefore I had a different reaction it was relief, this was because I had experienced this skill before, and I would kind of know what I will be doing. My first experience of this skill was like this because It was my first-year learning in a country where I had to speak English and not my own language but compared to my second experience I personally this it was much better as I had learned English, and it was easier for me to understand what is being present and how to practice it so I can master it. When I started to practice this skills for my homework I began to feel stressed and relieved at same time, this was because I had forgotten how to use it and I started to panic, so I began to remember how I learned the first time and I started to practice again and again, this lead me to a way wear I had thought that I am ready for my lesson again and I will be able to do any exercise that is given for this topic. I had felt those emotions in my recent experience firstly as I thought I had used this before in my life but then the second emotions showed in because I thought I had forgotten how to understand and write in English but after some practice I understood that I can do it, but it takes time to remember how to do it in the right way. I came with a conclusion that this lesson was very helpful, as this freshened my memories in a way, I began to master this skill, and I think this will help me in my future as the career I want to start will be including paraphrasing as I must present text to different people which means I have to describe every time differently, but I will have to keep the meaning. For the future I will have to prepare a plan where I must include most of my learning so I can freshen my memories occasionally. In order to that I will have to exercise where I will be practicing this skill and I will grade my work to get result, so I can see if I progress, or I am staying to same level of my studies.

In my second paragraph I will be analyzing my CV (curriculum vitae) skill, so I can have a clear image of what have I done wrong in my experience and how can I improve it.

When I first learn what was CV it was in my years in college. In my lessons I had to learn what CV stands for which was 'designed to summarise all your academic, professional and personal achievements in order to entice or interest a hiring manager when applying for a new job opportunity.' When this was introduced to me for the second time it was in my lessons at university I study. My reactions of this the first was calm as I thought this would be easy and I will be able to do it straight away as in thoughts this was not complicated. Therefore, I left it last in my priority list, but when the time came for to write it, I started to get really depressed, confused and angry. My feelings for my second experience were the same as my first-time depression, anger, and confusion as I never got to understand how to write my CV as when it comes time to write about myself, I lose my mind and I do not know what to type. My problems of understanding this topic I think are very simple, as they are: 1. Blocking when it comes to write about myself, 2. Still do not know how to properly structure my CV. Due to my bad experience, I had seen what the problem is this time. Therefore, I began write down all the options that are driving me to this bad experience and I understand that it is the point of view, I am not looking it the right way and therefore I have different understanding of what CV might look. My previous experiences always lead to negative emotions, so I had to start practicing in my free time, at some point of my exercises I started to realize how to do it in properly structured way. So, I started to have different emotions such as happiness because I started to think that I am doing the right way. Although these skills made me understand that I have put in power another skill which was Summarising, I understood that because I had to put a whole paragraph in simple and short sentence so it can take the reader attention. Understanding this made even happier as I started to think that I have mastered in some way a different skill which I have forgotten that I own. All my emotions that I have in my previous experience I realize that I could ignore considering that I had to put more effort in my tasked. I concluded where this experience in my lesson was very helpful as it made practice this skill so I can understand how and what I do. Therefore, this will be the skill that I think it will have most importance than others, as I will having for long in the future as it will be in use as, I probably will be changing jobs often as I need to find my right company but in order to do that, I must make impressive CV's so I can draw their attention just by reading it.

So, I have decided to make development plan for my future which will be, to have more faith in myself as I fear talking about myself and how other would react about me. In my development plan I will be including weeks where I will be doing exercises just to freshen my memories and I will be grading so I can see that I have not forgotten how to do it the proper way and if I am not doing it right, I will see at what point I am making my mistakes and I will be aiming to improved them.

In my last paragraph I will be analyzing my experience for the skill Summarising so I am able to understand how well I was doing in my classes and what can I improve to be better in this skill.

My experience of Summarising came in power when I began to study at my university in one of my lessons, which was introduced by my lecture. Firstly, I had to understand what exactly was summarizing (to express the most important facts or ideas about something or someone in a short and clear form) when I understood what the meaning was of it, I try to get in deep thoughts how I can overtake it and use it. My emotions started to escalate during my lessons as I started to feel more disappointed, useless, angry. Those emotions I felt because we started to exercise and I could not understand what was the more important part of the text that was given to me to summarize, therefore at the end I fully lost control left everything on how it was. After some time, I tried to do some exercise of my own, thought it may be better this time but had no luck again. So, I began to read more and more so I can understand what the important part in the sentences will be and how would be appropriate to summarize it. After doing some exercise and readings of what could be important, I came to a point where I had to give myself sometime of break and try it again. I think these experiences was like this due to a very stressful weeks due to family issues. Therefore, when I had left it for, I bit I tried to exercise again and saw that I could do it if my mind is calmed so I can be focused on what is being showed. Furthermore, I began to practice more, and I started to see some really good result, as I am grading myself after exercise I have done. So, I started looking and to see if I am using other skills that can be connected by doing these summarising exercises, and for me I did not use any other skill. So, I thought I may begin to conclude what I withdraw as good and bad from this experience, as I thought this skill made feel very anxious and almost made to give up and cross it as I do not know what I am doing, but then It made me want to learn and to control how I can use to help me in future. So, these skills have made feel that it was in power because it maybe not to quit and keep fighting as everything needs time to be learned. Furthermore, I realized that this can be very helpful in my future and I have found few reasons. Firstly, it can boost my memories as I can it made to remember what I have read but only in the highlighted texture. Secondly, it can help to concentrate more when I am presenting something, as this will keep me in my sphere of what is important and must be told and what text can be ignored as it might be just extended version of what I am saying.

I think I will be making this skill as part of my development plan for my future as I want to remember everything I have learned, because this skill made feel special as my willingness could not let me just ignore it and keep fighting till, I learned. So, in order to do I will list few exercises that might help to remember it, one of it could be movies as we do not think that they are important, but they can have a very good impact on us. Movies can help me to keep this as I have watched the movie already and somebody asked what the movie was about, I will be telling him only the important scene from it. Secondly, it is like my first exercise, but I will be using books, as I am reading a whole book and when somebody asked what the book was about, you will not tell him all the pages you have read, you will be telling what the main points were.

So I have include and explain all about my experiences with the listed skills I have mention at the beginning.

Reference list:

- Definition of Summarising. Available at <https://dictionary.cambridge.org/dictionary/english/summarize> (online source) Shown in my last paragraph accessed on 14.04.2021
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- Definition of Paraphrasing. Available at <https://dictionary.cambridge.org/dictionary/english/paraphrase?q=paraphrasing> (online source) accessed on 10.04.2021