



Academic and employability skills

BMS4001

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Introduction

In this report I am going to write about my 4 topics which is time management, academic writing/ report writing, paraphrasing and public speaking and giving presentations. Firstly I will talk about what I have learnt in lesson and apply it to my daily life, I will also talk about what it is, how it helped me, the good and less good things about it and how I felt about it. I will then talk about my action plan, explaining how it was to raise again and what I would do, I will lastly end with a conclusion on what I should of done.

Description.

Module lecturer: Anita nan

Time management

Today I learnt about time management, how to manage my time. I also learnt on how to adapt time management into my daily life. For example, making a check list on what I would need to do within a certain time span, prioritizing my daily activities and allowing time for me to plan. Anita taught us about SWOT and that taught me about my own strengths, weaknesses, opportunities and threats. These things made me realise how to improve myself. For example, one thing I need to work is concentration skills in various environment such as school, work, etc. to avoid that situation I would need to stop overthinking too much, less stress, tackle more tasks, keep myself busy, do different activities, sleep more and avoid distractions such as my phone, laptop, etc. we also talked about the different types of skills, we have academic skills, adaptive skills, transferable skills and job-related skills. Anita also spoke to us about the difference between management and leadership and Anita showed us a video clip about 80-20 rule which taught me a lot about observation. We learnt about the smart method which is, Specific, Measurable, Achievable, realistic and Time-Related and how to set our smart goals for example, structuring and organizing you goals in each section that can guide and help in the future. Lastly, we learnt about personal planning, so in the lesson we wrote down what we have achieved, how we know we have achieved it, what we did to achieve it and how might it build further, this was important for us to write down just we can go back and reflect on it anytime and it can also help us in any future goals that we set for ourselves. I learnt that Personal planning is beneficial for me because I can reflect, it increases awareness, I can take personal responsibilities and I can develop strategies to get to where I want to be.

Module lecture: Anita Nan

Sentences/ Academic Writing/Report Writing.

Today in lectures we were taught about sentences and paragraph structure. I learnt what sentences is, which is a clause that consist at minimum of a subject and verb, sentences may also be an object or complement of the verb and there may be an adverbial. For example, where, when why and how. Anita then taught us the examples of simple sentences.

Examples, he works (subject/verb) he is a teacher (subject/verb/complement) he teaches English (subject/verb/object) he teaches English at the university (subject/verb/object/adverbial) In the lesson Anita showed us the examples of combining sentences that has three options, the first option, comma, coordinating conjunction “and, but, so, for, yet nor” an example, I’ve had a very long day, so I’m going to bed. Option two, I’ve washed the dishes every day this week; today it is your turn. Option three, semicolons, conjunction and adverbs.eg, therefore furthermore, however in contrast. An example “Tim missed the beginning of the movie, so I had to explain the story to him. Anita showed us a video on YouTube called combining sentences part 1. We learnt about the short sentences e.g., it is often ignored. And I was taught about the overlong sentences which contains five co-ordinary conjunctions and very little punctuation.

Report writing

Today we learnt what a report is which is a document written for clear purpose and to a particular audience with specific information and evidence presented. Anita taught us how to begin to plan our report writing. The steps Anita took us through were, who are you writing or, what is the context, what outcomes are expected, what information do you have and what research do you need to conduct. She also taught us the typical aims that the report writing may include which is providing a summary, communicating findings, presents analysis, persuading the reader, informing decision making and making recommendations on actions. We learnt about the three main planning cycle which is gathering information, processing information and evaluating information. We then learnt how to structure our report writing which first you need to have your title page which is the acknowledgment about my report, the table of content which contains the summary on my report, the introduction then the main body, conclusion and then the reference.

Paraphrasing

Anita took us through the overview which contained what paraphrasing is, the paraphrasing techniques, practising techniques and paraphrasing a text. I learnt that paraphrasing is writing an idea of another person or something in your own words also paraphrasing means you need to change the word and structure but keep the same meaning. Also, I learnt when I am paraphrasing you need to remember to reference my work. I then learnt what the techniques are which is using synonyms, changing the words class and changing the words order.

Public speaking and giving presentation

I was taught that I would need to be organized, well prepared and concise when giving a presentation. I learnt that I need to prepare a good introduction that consisted of the main body and conclusion and to make sure I have clear main points. Also, to always give direct eye contact when presenting as it is important that the audience feels that connection and understanding with me. I was also taught not to clutter my notes with too much detail because when it comes to presenting, I would not be focused on presenting, but I would be more focused on the notes which can be distracting.

Feelings.

Time management

How I feel about time management is basically when I manage my time accordingly and properly meet my scheduled time, I would feel like I have accomplished my abilities, I felt like me having daily to do lists motivated me and made me improve my skill so I felt confident in myself because I can now work on new opportunities.

Academic writing/report writing

I feel confident in writing because I know what I am writing and going back to reflect on in my work. It also makes me feel like I can understand my work clearly.

Paraphrasing

When I paraphrase, I feel like I can be natural. I like to feel like I can express myself when writing about something or someone in my own words but the same meaning.

Public speaking and giving presentations

When I was publicly speaking and giving my presentation I had anxiety, as it was my first time giving a presentation in front of a group of people in public. I felt like I did well at the end but was also nervous.

Evaluation.

The good thing about time management is that it's less stress for me knowing I have a to do list and my time being scheduled. Also, it gives me more opportunities to achieve my goals that I have set for myself. The less good thing about time management is that sometimes I could miss deadlines and appointments when I don't set daily tasks. Also, sometimes I will be procrastinating a lot to do things that are important.

The good thing about academic writing/report writing is that I can always go back and reflect on what I have written. The less good thing about academic writing/report writing is that sometimes when you are not clear in what you are writing the reader will find it hard to understand what you are trying to say.

The good thing about paraphrasing is that I can show that I understand the source well to the extent where I can write in my own words from someone's source and keep the meaning. The less good thing about paraphrasing is some sources are not reliable and sometimes it might lead me to plagiarism. I also need to remember I must reference my work.

The good thing about public speaking and giving presentation is that it builds my confidence, it also helps with my intended career path. The less good thing about public speaking and giving presentation is sometimes when I'm nervous it can overpower my confidence that makes me feel scared to present.

Analysis.

Time management has helped me to avoid stress when not needed, it helped me on my decision making and it made a good progress in my lifestyle such as my school, work, relationships, family and social life. It also helped me to be very organized.

Academic writing/ report writing helped me with my communication skills, to write, to structure my work and making sure to reference my work when done as it is important.

Public speaking has helped me by getting a job, being able to speak in front of others individually better, and it has also built my confidence.

Paraphrasing helped me by being able to express something written by another individual and be able to summarise a message and putting it in my own words but remaining with the same meaning.

Conclusion.

To conclude I could read more and different secondary sources that could help me. I could also be more active in coming into class and not online as that does not help me focus and concentrate enough, I could also use the sources to reflect on my daily life more.

Action plan.

If the less good things about time management raised again, I would set my goals correctly, I will prioritize my time properly, I will organize myself accordingly, I will avoid all unnecessary tasks that are not needed and plan ahead.

If the less good thing about public speaking and giving presentation raised again, I will get more organized, focusing on my presentation material more and not the audience that could maybe make me nervous or lose focus, maybe I could do some deep breathing that

could calm down my nerves. I would also do more practicing before presenting until I feel like I am comfortable to present in public and picture my success in the future.

If the less good thing about academic writing and report writing raised, I will avoid repetition, structure my work, read over my work to make sure no mistakes again, expand more on my vocabulary and reference my work well.

If the less good thing about paraphrasing raises again, I would read the source properly to ensure that I understand it well and maybe next time compare my text and original text to see whether I'm giving the same meaning.

Reference

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