



Student Name: Lyubomir Markov

Student Number: 2132989

Module code: BMSW4001

Module Title: Academic and employability skills

Lecturer Name: Sylvia Hoffmann

Assignment Title: ACE Assessment Individual
Report

Contents

Introduction	3
Time Management.....	3
CV writing	4
Cover letter writing.....	6
Public Speaking & Giving Presentations	7
Conclusion	9
References	10

Introduction

From the module, I have learned about a number of topics and the various aspects that they represent. From the given topics, I have selected Time Management, Cover letter writing, CV writing, and Public Speaking as my chosen subjects. I have tried to explain my learnings and reflect how they have been useful to me by describing them through Gibbs Reflecting Cycle model.

Time Management

Description:

Managing time effectively and efficiently involves allocating a decent amount of time to activities according to need basis. People usually manage their time well by allocating certain times to different tasks based on how relevant they are. Since time is a finite resource, time management refers to making the most of it. (Abu Mostofa et al, 2020)

Feelings:

I think one positive aspect of conducting proper time management is to be able to become punctual in everyday life. I have learned that by managing time properly I can reduce a lot of academic stress as finishing every day's lesson in time will give me ample time to revise exam content properly before examinations. I want to be able to manage time properly in terms of both academic and personal activities.

Evaluation:

Proper time management enables one to effectively plan their actions, set goals and objectives, set attainable deadlines, delegate responsibilities, and most importantly, spend the right amount of time on the right activity. By preparing a 'To Do' list, one can set their tasks according to importance and assign enough time for each activity. (Breal, 2020)

Analysis:

Completing pending tasks one by one gives an individual structure and discipline in their lifestyle. It not only helps increase performance but also relieves of any tension that may arise from the mismanagement of time. Ineffective time management can create a lack of utility or little utility.

Spending all day on a task that can be finished in two hours will cost an individual in the long run. (Efrat, 2022)

Conclusion:

One's Productivity and Efficiency Rises with Effective Time Management. One can have a sense of satisfaction by doing work at its own designated hour. One can also reduce tension due to work pressure by maintaining proper time management. It Enhances Self-Control as well as one's Decision-Making Capability. (Grayson et al, 2020)

Action Plan:

From this module, I learned that I should prioritize my work based on its importance and allocate time accordingly. This approach helped me understand which work has to be done immediately and which can be done after some time. I have found out that time management applies to both my educational and personal life.

CV writing

Description:

Aspiring job applicants provide recruiters with a curriculum vitae, which is known as a CV, to give the spotlight to their educational and extra-curricular achievements. A CV is typically provided by the applicant to recruiters for jobs in industries that require specialized training sessions to prepare the individual for the job. A CV is quite longer than a resume which contains information from which a recruiter can confirm an applicant's educational performance and knowledge. Since some individuals prefer to include only the information that is relevant for the position they are seeking, materials contained in the CV may differ from applicant to applicant. (Ho et al, 2021)

Feeling:

I have learned that for the application for any job I have to prepare a CV that is not only attractive through my attributes, but also should be proper design-wise. A minimalistic CV that contains all of my major academic and professional information, as well as personal information should speak clearly about me to the recruiter. The recruiter should be able to understand my caliber, skills, and capabilities through my presentation in the CV.

Evaluation:

Employers use the schooling data to assess if their credentials match those needed for the position they are looking for. Consequently, one has to list their recent employment experience for applying in the position of their company of choice. There should be an achievement section listing awards, such as, the honors may take the form of dean awards, honorary degrees, presidential awards, professional certificates or prizes, or accolades awarded by an employer for distinction. Language, computer, driving, and complex software skills are just a few examples of the skills that may be listed in a CV. (Jean-Pierre et al, 2021)

Analysis:

The first portion of a CV may contain personal information such as their names, active phone numbers, reachable email addresses, registered mailing addresses etc. At this section, the information provided is unique to every candidate as it bears the personal and contact details of that person. Gender, birthdate, government-issued ID number, marital status, and nationality are examples of common personal data. If the personal information was previously asked by the employer or is pertinent to the position one is applying for, one may decide to include it. (Luiselli, 2022)

Conclusion:

The CV contains information on education and also includes a list of the courses taken, as well as the dates and names of the institution visited. Ideally, one should provide details about the colleges, graduate programmes, and post-graduate institutions they attended as well as the courses they took and the year they completed the programme. One can also be asked by some employers to list the grades and honors they have received during their educational career. (Lunga 2020)

Action Plan:

I have to prepare a CV keeping in mind that the major information about my contact details, education, qualifications, work experiences, skills, and certifications should be presented clearly to the recruiter. In the about me section, I can write concisely about my passions and interests in the field of work that I am applying for so the recruiter can grasp my genuine interest in the position or role.

Cover letter writing

Description:

The process of preparing a strong cover letter for a job application is arguably the most difficult. One should send one regardless as there is still a 50% possibility that including a cover letter could be beneficial even if only one in two of them are read. Learning more about the business and the position one is seeking before one begins to write is important. Next, using a compelling opening line to grab the hiring manager's or recruiter's attention is crucial. One can try to address the letter to a specific individual, and if they have a personal connection to the business or an employee, they should say it in the first phrase or two. (Mark et al, 2018)

Feelings:

After learning from this module, I think I have learned a lot about how to be concise and precise in terms of presenting myself as a good candidate for any applicable role. I have understood that expressing my keen interest as well as my skills and ability can highlight my application to a recruiter. By addressing the roles and responsibilities of the specific job position that I am applying for, I can describe how I am able to perform each of these tasks from my academic learnings or prior work experiences.

Evaluation:

Employing managers want candidates who can assist them in problem-solving, so demonstrating familiarity with the business's operations and some of its difficulties can help candidates have more chance of getting noticed by the employer. After having done that, describing how their experience has prepared them to address their demands can also be beneficial in terms of being noticed. One can use the format provided by the hiring company to show one's suitability for the position and enthusiasm for the opportunity in case the online application does not enable them to include a cover letter. (Riggio, 2020)

Analysis:

Nevertheless, before writing a cover letter, one must conduct proper research on the company. One should Learn more about the business and the position one is seeking before they begin to write. One should carefully read the job description but also look at the company website, the Twitter accounts of the executives, and the LinkedIn profiles of the employees. One should not send a generic cover letter; thus, this research will help them make it unique. (Rios et al, 2020)

Conclusion:

Making the necessary time and effort to write a cover letter will provide one the chance to demonstrate to the reader that they possess the vital qualities required for the position. Depending on the position one is applying for, some employers place more weight on cover letters than others, but using one can still help them stand out. Before one gets to communicate with any recruiter face to face, the cover letter provides them the chance to show more specifically regarding their work experience. While one gets the chance to elaborate their acceptability for the job position and share what makes them an ideal fit, an employer learns more about their existing circumstances. (Riggio, 2020)

Action Plan:

To have better visibility in terms of getting hired through a recruiter, I have to properly prepare cover letters for each different job that I am applying for. The cover letters have to specifically describe my capabilities for the position that I am applying to. I have the chance to describe my personal brand and highlight the essential values I may provide to the business through my cover letter.

Public Speaking & Giving Presentations

Description:

When an individual speaks in front of a live audience regarding anything, it is known as public speaking. Even though impromptu dialogues are frequently given, it is typically a formal or orchestrated occasion and can be a turning point in a person's career. Public speaking not only broadens one's knowledge as they practise, but it also builds and exhibits confidence. The garnered confidence will help one stand out from the competition, whether they are applying for a job or looking for a promotion. (Luiselli, 2022)

Feelings:

After learning about how to prepare for a presentation beforehand from the module and enhance public speaking skills through practicing, accentuating my strengths, and learning from feedback, I think my overall presentation skill has improved. To be able to give a speech on a topic, firstly I have to gather enough knowledge from proper resources so that I can be confident while speaking

in front of an audience. The module helped me understand that proper research on the given topic is important to build confidence and practicing in front of an audience helps reduce presentation-related stress.

Evaluation:

I have to make sure I conduct the research, regardless of how much I already know about the subject or how unfamiliar it is to me. In order to sound credible and competent, it's good to have some facts and proof regarding the subject. (Lunga, 2020) I won't need to totally memorize a speech if I truly grasp the subject, and I will be able to improvise if necessary.

Analysis

I should consider your motivation for presenting this presentation during the planning phase such as what the real message or goal is. I am only the venue via which your idea is presented to an audience; it should take center stage. In some circumstances, I can be giving a speech in an effort to bring about change. If so, I should visualize exactly what I want to happen after people hear my speech, and make an effort to communicate it.

Conclusion

I have realized that my speech can avoid sounding repetitive by having a structure. I can divide it into sections like an introduction, anecdotes, and a call to action so that it doesn't all have the same tone. My speech can be made more engaging just by being conscious of its distinct beginning, middle, and end.

Action Plan

Although practising in front of others can be intimidating, if I find it difficult to do so, I should be willing to overcome my fear by giving a public performance. By seeking feedback, I can improve my performance and speech while preparing myself for the concept that I am being judged for.

Conclusion

From this course, I have learned about many aspects and skills of employees. These skills are important to grow a fruitful career and establish oneself in the job market. I have learned that time management is crucial for a successful and routine life. I have also learned that writing a proper cover letter is important to be able to grab a job recruiter's attention. A well-curated CV can help any candidate land the job of their dreams. Finally, I have learned from the module that public speaking can be made easy by remembering a few steps such as researching on the topic and practicing in front of an audience.

References

- Abu Mostafa, Y., Salama, A.A., Abu Amuna, Y.M. and Agel, A., 2021. The Role of Strategic Leadership in Activating Time Management Strategies to Enhance Administrative Creativity Skills. *International Journal of Academic Management Science Research (IJAMSR)* Vol, 5, pp.36-48.
- BREAL, P.C., 2020. Writing successful CV, Preparation for Project Interview and Making Perfect LinkedIn Profile.
- Efrat, A., 2022. Reviews Of Literature Regarding Interpersonal Skills And The Workplace Over The Years 2011-2021. *Network Intelligence Studies*, (19), pp.53-63.
- Grayson, N. and Naphthine-Hodgkinson, J., 2020. How improvisation techniques can support researchers with the development of public speaking skills. *Journal of Learning Development in Higher Education*, (19).
- HO, D.G.E. and HENRY, A., 2021. Constraints imposed on the creative cover letter writing by digital online job advertisements. *Australian Journal of Applied Linguistics*, 4(3), pp.132-148.
- Jean-Pierre, J., Hassan, S. and Sturge, A., 2021. Enhancing the Learning and Teaching of Public Speaking Skills. *College Teaching*, pp.1-8.
- Luiselli, J.K., 2022. Public speaking disfluencies: A review of habit reversal training and research. *Journal of Applied Behavior Analysis*.
- Lunga, C., 2020. Effective Cover Letter Writing Tips and Advice.
- Mark, K.P., So, J.C., Chan, V.C., Luk, G.W. and Ho, W.T., 2018, December. Surviving in the Gig Economy: Change of STEM Students' Perceptions on the Generic Skills for the Workplace. In *2018 IEEE International Conference on Teaching, Assessment, and Learning for Engineering (TALE)* (pp. 1085-1090). IEEE.
- Riggio, R.E., 2020. Social skills in the workplace. *The Wiley Encyclopedia of Personality and Individual Differences: Clinical, Applied, and Cross-Cultural Research*, pp.527-531.
- Rios, J.A., Ling, G., Pugh, R., Becker, D. and Bacall, A., 2020. Identifying critical 21st-century skills for workplace success: A content analysis of job advertisements. *Educational Researcher*, 49(2), pp.80-89.