

BMSW 4001 ACADEMIC AND EMPLOYABILITY SKILLS

TUTOR: LLOYD BEHARRY

ASSIGNMENT 2

CHIRSTABEL TETTEH
STUDENT'S I.D.2023294

Introduction.

In this project of writing up a report, I chose topics that strongly reflect on my learning whilst at university and my everyday tasks: Time Management / Organising Study, Online Management, Summarising and Covering Letter I chose these topics based on how fast the education system is adjusting the learning tools; to be organised, plan, and manage time well.

Time Management.

Time management is how to divide specific activities between planning and organising. This enables for a smarter work environment and gets more work done in less and tight timing under pressure. Doing so; will eliminate the effectiveness and causes of failing to manage the damages of time. Exceptionally well-managed time will be an achievement in attaining so much time than others. Time management techniques will enable me to improve more effectively with skills to function under high and tight pressure.

Time Management refers to dedicated learning and better usage how to plan and organize specific beneficiary activities:

- Efficiency and more productivity
- Advance opportunities
- Better professional reputation
- Stressless
- Achieve important and greater opportunities towards career goals and life Failure of

Time Management will effectively have major consequences:

- Missing Deadlines
- Inefficient work flowage
- Poor performance and quality.
- A poor professional reputation and a stalled career.
- High leverage of stress

Time spent learning about Time Management and Organizing does have massive benefits throughout our careers.

Online Learning Experience

Online Learning is widely being used in today's educational institutes by making accessible provision to feedbacks between lecturers and students, discussions, and course materials. Attend to the online classroom: (for example, usage of the App. ZOOM) to communicate from any computer either from the comfortability of your own home or from your educational institute. Online Learning as opposed to physical traditional classroom settings; limits opportunities to attend classes scheduled during normal educational institute hours, meanwhile on contradictory allowing me to work at my own convenient pace. And offer a one-to-one relationship with the lecturer rather than have an open audience inclusive with the other students.

Factually all individuals learn and focus on different formats and manners. Others having difficulties based on the scheduled conflicting hours between the classes and everyday duties. Usage of Online Learning has provided me with the flexibility of learning and attend to work, I do not have to leave my regular responsibility to meet on Campus. Conveniently for me, I do not need to physically liaise on regular basis with lecturers. This allows me to deal with constraints involving my workload and studies. Online Learning teaches self-discipline to work and successfully attend to my education career without physically presenting myself for every other class; but take part in the comfort of my choice. It is totally up to us to make sure that we keep up with all the assignments.

Objectives of physically attending class are:

- Become a well-rounded individual with many skills needed to succeed
- Teamwork,
- Ability to manage a busy and demanding environment.

Delay or missing submission dates of assignments; can easily end up withdrawing from the course because of falling far behind and be deferred or referred. Students should time manage schedules to complete the Online Learning successfully.

Even though online learning classes are more convenient in comparison to the traditional class attending; they are highly considered as typical classes and be taken seriously.

Summarising

A crucial structural framework implemented well; it will strategically support the necessary relevance of identifying in the right direction of attaining a well summarised information.

The main requirement of summarising is firstly identifying what information is important for you to accurately evaluate, analyse, condense, and formulate your envisioned information and generate a new text that involves re-presenting others' ideas.

Promptly read, understand, evaluate, and summarise your topic. Most importantly identify the main details within your choice of topic. Determine the main outlined detail of your topic. The major objective is to be concise, brief, and organised i.e., Write, or type your own notes of the main ideas to avoid direct quotation and phrase copying:

- Spell check, Punctuation, and Grammar
- Edit, Proofread, carefully re-reading, and make descriptive outline detail
- Logically arrange them

Summarising information a decision should be considered to particularly reflect the whole essence of the topic being summarised. Summarising massive sect of information essentially helps to enable one to determine and focus on key important ideas to be condensed to concise remembering and understanding the key words. Ultimately avoid plagiarism whilst summarising, plagiarism is an act against the law of copyright which will underestimate the worthiness your academic writing as stolen material.

To avoid plagiarism, follow some of the main step below:

- Using antiplagiarism detectors can be found online that you can use to protect your work from plagiarism. i.e., *Turnitin being used at the University of Wales*
- Providing your research with "in-text" or parenthetical citations outlines facts towards the reader where you attained your source, in return getting credit from the readers and protecting you from plagiarism.
- Should you consider sharing the opinion clearly state that you used another person's material by writing an abstract/summary clearly stating your point of opinion.
- Ultimately read with great attention, understand the information, acknowledge the information, and address it in your own words
- Paraphrasing word by word or paragraph and paragraph leads to plagiarism, to avoid that; compose your own words without reading from the provided material.

Covering Letter

Prior to writing a Cover Letter research about the company, e.g., company's website and find who is hiring that position, i.e., by calling the company and find out more information. In case do not get the information as you required; you can address the person by using Dear Sir/Madam. Tell them of how you learned of the vacancy for the position that you are applying e.g., I am writing in response to the advert by the REED agency of the vacancy for a Social Worker at Coopercroft Care Home. Provide them with basic information about yourself, e.g., education background, expertise, future goals in alignment with the company's regulations, policies, and work ethics. Then explain how you can contribute to the company whilst achieving greater heights once you have acquired this opportunity.

Christabel Tetteh

107 Lincoln Road

Enfield, Hertfordshire, EN1 1LH

0797656162.

Ms. Brenda Sweetman,

Home Manager,

Cooperscroft Care Home,

Coopers Lane Road,

Potters Bar, Hertfordshire, EN6 4AE,

M: 07586 062 95,

T: 01707 644 179,

F: 01707 664 482,

home.manager@cooperscroftcarehome.co.uk

www.cooperscroftcarehome.co.uk www.tlccare.co.uk

Dear Ms. Brenda,

I am writing in response to the advert by the REED agency about the vacancy for a Social Worker at Coopercroft Care Home.

Note: I have attached my CV briefly outlining my information regarding my ability and suitability whilst working at Coopercroft Care Home.

As evidently demonstrated, I have attained extensive work experience in the health industry; most greatly within the Social Care environment in return giving me varied skills and the ability to work with many different conditions. I confidently believe I will easily execute all tasks rendered under my responsibilities and as a team.

I am a conscientious person who works hard and pays attention to detail. I am flexible, quick to learn new skills, and eager to learn from others. I am enthusiastic with a lot of ideas which I bring with me whilst working at Coopercroft Care Home, which has an exclusive, great reputation and high-profile taking care of the residents.

I have attached a list of my excellent references that will be greatly delighted to discuss further my ability while working at Coopercroft Care Home with you at your own convenience.

I greatly look forward to an invitation at your own convenience for an interview.

Yours Sincerely,

Christabel.

Conclusion

This research gave me a wider understanding of how best I will use these tools and achieve my career goals and easier on my daily tasks. I got opportunities to discuss and send my work to fellow students to read and criticise each-others work, and I got instant feedback from my lecturers. This made my sessions more interesting as we had a chance to share personal experiences during discussions; whilst improving my research and writing styles. These Topics have taught me not only be convenient but taught me how to become a better-disciplined scholar.

References

- Morgan, P (2017). The Business Student's Guide to Employability. London: Sage.
- REED (2019) 'Free cover letter template'. Available at:
<https://www.reed.co.uk/career-advice/free-cover-letter-template/> (accessed 25.10.2019)
- The peer-reviewed journal article that I choose to explore is 'Keeping up-to-date with information technology: Testing a model of technological knowledge renewal effectiveness for IT professionals' by Gudang Rong and Varun Grover.
- 10 job skills - for CVs and cover letters – and how to write about them without using clichés
- <https://advice.milkround.com/10-job-skills-for-cvs-and-cover-letters-and-how-to-write-about-them-without-using-cliches>