

Academic and Employability Skills (ACE)

BMSW4001

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Assignment

Sommario

Intro.....	3
Paraphrasing-	4
Description.....	4
Feelings	4
Evaluation	4
Analysis	4
Conclusion (general)	4
Conclusion (specific)	4
Personal action plans	4
Time Management.....	4
Description.....	4
Feelings	5
Evaluation	5
Analysis	5
Conclusion (general)	5
Conclusion (specific)	5
Public Speaking and Giving Presentations	6
Description.....	6
Feelings	6
Evaluation	6
Analysis	6
Conclusion (general)	6
Conclusion (specific)	6
Personal Action Plan	6

Intro

This report critically analyses my future job that I see myself in future and the different tools that I will need to know how to use, and had learned with this particular module in class. I will discuss which one they are, how can use them, how they can be useful in my future carrier and last but not less important why they are the key for me in my future carrier.

The aim of my future it's became an Event Manager and for this to happen, I will need to know how to paraphrase and were can I use this tool. I will need to know what's time management, how to conduct it and why will make the difference in my future carrier. I will to know what's is public speaking and how can this skill lead me in my future carrier. I will be describing the with Gibbs reflective (1988) cycle method with examples.

Paraphrasing-

Description

In my foundation programme I found out about the paraphrasing skill during the academic and employability skills module. Paraphrasing can be broadly described as the task of using an alternative surface form to express the same semantic content (*Madnani and Dorr, 2010*).

Feelings

I believe it is a skill that I applied an incredible amount of time in my life and will keep using for the rest of it. I just could not believe that such an ordinary tool is so important.

Evaluation

It's such a great news for me to hear about this skill, and find out that paraphrasing is already in my life, but also get to know how to take the best out come from it. Lately on the course I understood that also it not a easy tool to use for me, as English it's not my first language, I could find some difficulties that I will need to practise more if I want to keep it come naturally right. I will certainly need to practice on my grammar to create no grammatical errors in the sentence that I will have to paraphrase, and I must read more to find better adequate synonymous to use during the application of such a tool that's if paraphrasing.

Analysis

After I evaluated the entire scenario, I understood that in the future working position that I am planning to see myself, Event Manager, it is very important the usage of this instrument as I will not always have the opportunity to meet clients or have a verbal communication. For example, a paraphrasing of the problem in responses can demonstrate care to customer who will evaluate the recovery effort according to the way they are treated. (*Gruber T, 2011*). It is actually very essential learn the usage of such a tool like paraphrasing, as certain circumstances could lead my client or co-workers to a safety level and better comprehension when writing emails to them.

Conclusion (general)

Paraphrasing it is an instrument that sometimes can be undertaken, not given the right importance when it is comes to using it and practise it. Like many things in life, it is very important to pay a good attention to the importance of the usage of a skill like paraphrasing.

Conclusion (specific)

I believe that I really enjoyed the experience to learn what's paraphrasing and how to do it, and this class it is make me feel more comfortable now, to write my University works and my future emails work related.

Personal action plans

I will be facing more work to do for my University and my future job, there for from now on I will pay more attention in those details where I can use paraphrasing, like assignment, report, summary, analysis and many others. It is making me feel very excited and looking forward to role in all those situations.

Time Management

Description

During my academic and employability skill module in the foundation programme that I applied for at the University of Wales Trinity Saint Davis, I encounter a class that was speaking about time management skills and the different way to approach to it. Time management skill it is the ability to perform task according to a schedule;

there so it is essential to domains independent living and employability relation, and the perform of user of an instrument such a time management are actually an elite. (Taylor, T. Steven, October 2002 *Mental Ritardation*)

Feelings

Time Management skill class appeared to my eyes as an action that I conduct in the daily days of my week, with a confusion of the way to exercise it during class with Personal Development Plan and SWOT Analysis exercises.

Evaluation

One of the many things we cannot certainly buy in this life it is time. I had been trying and experimented many ways to take out the best of it; and find out during class that I can manage it with many different tools. I can take the best out of it by organising my time, schedule my day per time and moment, and most important by following it. When I am planning my day, I can recognise that I have a better come out of it; I also can confirm that help me avoid ordinary difficulties where my time goes lost. Time management skill can help me to be more organised in my daily life related to study, future work and help me to add more time to my personal matters. Organising my time, it will not always necessarily lead me to a successful day, as inconvenient can always happen. There are big chances to fail on time management by over time my plans, not follow the schedule pre-established, swap my plans often or for distracting my self from a matter that do not link to my plan. I will need to practice my time management several time to achieve the perfect way of conducting it, as I'm a fulltime student and hospitality worker, but definitely with the lessons conducted in my virtual learning I got now an optimistic clear view on how to do it.

Analysis

Regard the conducted reflection I came to a point, that Time Management it is a must for deliver an outstanding performance in my future carrier of Event Manager. The good knowledge of following schedules in Event Management it is the essence of success for any event. (University of Jakarta, 2012, Elsevier LTD) There is lot of work and coordination that I will need to conduct in every single event, and in the way to be successful in my future carrier I will need to exercise over the coming times. Certainly, I will be facing similar situation by coordinating my studies at the University, with the submission of the different assignment on time, or by prioritising and scheduling my report between my job and personal life, but certainly will find the way to do that as the only matter for me it is graduate with an excellent grade.

Conclusion (general)

Time Management will be a competitive challenge for me to maintain, as plans can always change and living in a big city like London it is going to be a threat for me to uphold an excellent Time Management. I have an optimistic point of view regarding my achievement of a great usage of this skill, because of the virtual classes help and my daily lifestyle.

Conclusion (specific)

Regarding my personal experience I really enjoyed finding more specific ways to conduct Time Management skills in my modules, but definitely I had been conducting many different ways to do it, and as regarding my lifestyle and the twelve-year experience in hospitality conducted around the world, I can ensure my self to do it better now.

Personal action plans

There are many ways how I am going to approach my studies and daily living from now on, and one thing I will need to work on for my next plan of Time Management it is how to avoid distraction. Regarding the different tools, that I learned in my virtual class, and can use for my managing time, I will need to work on all of them and

check what suit me best as different come out will happen from each one of them. I am looking forward to the next situation and how my plans can lead me to the achievement that I will look for.

Public Speaking and Giving Presentations

Description

Public Speaking it is a part that I faced in my virtual class learning, that explained me the importance of speaking to an audience and way to approach to it with the different rules to follow and maintain for a successful achievement. Trying to have eyes contact and speak with clear sentence very important in Public Speaking, but also maintain calm and not gesticulate are good way too as they are part of the body language.

Feelings

I feel that public speaking it is in the ordinary basis of life for me as I speak with many people during my days, and in class I asked questions and explain my thought without having any fear. It is a must for me to participate actively on class and ask question in the point that are no clear for me.

Evaluation

One thing that certainly I enjoyed about Public Speaking it is the confront with different mind, the dialogue with my classmates and the module presenter. It is for me very hard, as English it is not my first language to express in full the meaning of my sentence. Regarding my personality I can say that I can became very shy when I can feel that I not hitting the exact point that I want other to understand, and during class many times happened. Happened to retire my sentence because of fear of the other people judgment or because I thought that I will waste time from the lesson, and in other moment because I thought I could find this answer somewhere else.

Analysis

It is commune sense for me to bring up my own opinion and questions when it is required, especially while I am learning. When it comes the moment to do Public Speaking talking it the most important thing (*Carly Snyder, MD, 2020*). It was for me very thoughtful to not open myself and face the fear of a failing tell my question or asking them to repeat the part the was not clear enough for me, and by commenting it with some of my classmate we found the same uncomfortable emotion. Regarding my future carrier I will be have to talk with lot of people and I really need to practise this skill, by be more confident with myself.

Conclusion (general)

Regarding this experience I can say that I had left over so many questions, that would have been very helpful to me and to way of approaching my module.

Conclusion (specific)

I can say that lesson are made for learning, and if something it is not clear enough ask **question and talk about it because it is on my right.**

Personal Action Plan

Lesson that I can say I will bring on, it is to always speak my mind because one day I will may have no more chances to do that or it will not be important anymore.

