

Assignment 02

Academic Report

Academic and Employability Skills Module

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1.0 Introduction

1.1 About the Report

Academic skills and employability skills are a crucial aspect that needs to be identified and comprehended by any individual who is willing to enter an intended career and to achieve maximum success in the relevant career. The report consists of 2 academic skills and 2 employability skills that we have learnt throughout this module, and also contains insights as to how I find them important and how they will be utilized in the future in my intended career. This information will be reflected according to Driscoll's Model of Reflection. This is a reflection model developed by John Driscoll in 1994, 2004 and in 2007 that discusses 3 basic questions which are "WHAT?", "SO WHAT?" and "NOW WHAT?" This is a framework that helps to reflect on a learning experience. This theory will be used when expressing my learning experience in this report.

1.2 Aim of the Report

This report was prepared to analyze various academic skills and employability, skills that we have learnt throughout the module and to comprehend on my understanding on a few such skills that I believe are important for my intended career to become a receptionist or secretary by using Driscoll's model of reflection to express the knowledge I have gained in the path to be more employable.



2.0 CV Writing

A CV which is also known as the Curriculum Vitae is a document that provides detailed information of a person which includes a person's experience, academic and employability skills, educational and professional qualifications and even achievements and credentials (Doyle, 2020).

2.1 What

Before studying this module, I used to have a mindset that CV writing is extremely difficult and boring and that it requires high professionalism. Because of this I usually got it done through a professional writer or used the same CV I had for all job applications. After learning this module, I understood that a good CV is when it specifies the job position.

2.2 Now What

In this module, I learnt how to write or create a CV properly to exceed the expectations of the employer. I gathered knowledge about how a CV should be written professionally and how to write it so that it would get me the expected job. The CV can express a person's professionalism and I also learnt that the information should be presented consistently and accurately so that it will create a good image about me in the selection process. I understood through the teachings of my lecturer that the CV doesn't only express who I am but that it should also alternate the vision and goals of the employer and that it should align with the job I am applying for. My lecturer has taught me that a CV should explain my skills and qualifications that are required for the job title. I have understood that using a specific structure for the CV will reduce its originality and risk my job position in the selection.

2.3 So What

Through learning how to write a proper CV I am now able to create an exceptional CV for myself to successfully enter my intended career as a receptionist and further, I can even start a CV writing service as an additional form of income through further understanding and practice of CV writing. This skill development of CV writing will help me immensely soon when I take the first steps towards entering my intended career. I am delighted that I

was able to recognize this employability skill and I am eagerly waiting to use this skill soon.

3.0 Summarizing

According to (Salton, Singhal, Mitra & Buckley, 1997), summarizing is the process of elaborating an idea or source into a more simplified and short form. A summary contains only the most significant and important points from a broader text. This is done to reduce the long texts that need to be read and to make the understanding of a large source or document easier and less time-consuming. ("Summarizing and Paraphrasing | Student Learning Support", 2020).

3.1 What

When I took the first class of this module, I had no idea of what summarizing was and if I even had the skill to summarize. I thought it was a difficult task that would put me in trouble in my academic activities and my place of employment. But through the learning of summarizing that I acquired in this module, I now know that there is no specific way to summarize and that all you require is a good understanding of the large article that you need to summarize and the ability to make it short and simple in a way it doesn't tarnish the meaning or understanding of the original content.

3.2 SO What

According to my lecturer, it is what you understand from the text blended in with your opinion. Learning to summarize throughout the module has helped me to develop more fluency in the English language which to me is a foreign language and has inspired me to read more often. I learnt that summarizing is important because the employer will not be happy or interested in reading lengthy documents and nor will pay attention to long texts and messages. I learnt that summarizing is beneficial in saving time, making work more efficient and will also help me to finish tasks quickly and to capture good attention from my employer and fellow employees.

3.3 Now What

Now I can summarize information that I gather from journal articles, books etc into a more simplified format. This improvement of skill helped me immensely in the preparation and presentation of my assignments and will also help me in my future career. With this skill I learnt from the module, now I can summarize a document properly with little to no mistakes. As a person dedicated to entering the corporate world as a receptionist, the ability to summarize is important because I will have to provide summaries of what customers or external parties provide to the higher management. Therefore, by learning and improving these skills I will be able to successfully conduct my work and be the best at what I do throughout my career.

4.0 Time Management

Time management is a skill that every person who is willing to enter the corporate world should have in them. Time management is the ability to use the time efficiently and productively ("Time Management Skills | Skills You Need", 2020).

4.1 What

It is the skill that an individual has to get all things that are to be done on time. When I started learning this module, I thought time management is getting the work I have to do on time. And I always thought so and took steps to finish my work exactly on time. But my lecturer explained to me that time management is not only finishing tasks exactly on time, it is also utilizing the time to do the most I can.

4.2 So What

According to the personal review by Claessens, van Eerde, Rutte & Roe (2007), improving the time management skill is important because it allows you to complete all tasks that are given to you by satisfying yourself and the people around you (Claessens, van Eerde, Rutte & Roe, 2007). This article made me understand that time management can benefit me, my workplace and stakeholders of it as well as the society. I have learnt different

methods I can use to manage my time through this module and also my lecturer has always inspired me to work on time through this module.

4.3 Now What

Through the learning of time management and improving the time management skill that I have within myself. I can do my work more accurately and productively now than how I did work in the past. I can complete multiple works simultaneously and can manage my work and university life well. Learning the benefits of this skill and improving it helped me in completing my assignments on time. I am sure this time management skill will be a bonus and very important skill to me in the future when I am a receptionist or secretary because I will be able to multitask as well as work quickly and productively which will not only make me as an employee stand out from the others but will also create moral value. It will help me succeed in what I do and will give me the ability to grow as a person.

5.0 Analytical and Critical Thinking skills

This is the process of looking for details and information on a broader spectrum rather than what you have in hand or what you have seen and heard. Analyzing information in a more detailed and critical manner is the ability to analytically and critically think about a situation or activity (Pally, 2001).

5.1 What

Analytical and Critical thinking is an important skill that needs to be built and trained from a young age because it is important for a person in various ways ("Critical And Analytical Thinking Skills", 2020).

Before starting this module, I didn't know that there was a thing called analytical and critical thinking. To me, the thinking was just looking at some problem and coming up with a solution by looking at the base level.

5.2 So What

The academic and employability skills module explained to us about the critical and analytical thinking patterns and the importance of it which is to make justified and accurate decisions regarding work. The lecturer taught us that there is a difference between a person who thinks critically and a person who just thinks. I learnt that analytical and critical thinking improves the rationality of my decisions and makes the solutions more accurate and viable. By the learning and incorporation of this skill into my life, I am now able to look at the bigger picture and make decisions based on factual evidence and think more rationally rather than being overpowered by emotions or other information sources. The critical thinking helped me to sort out mechanisms to do my university work properly and to make sure that I made decisions in university work and daily activities accurately.

5.3 Now What

This has immensely helped me to make more clear and accurate decisions and will also help me when I am a receptionist or secretary. This skill will allow me to make decisions in my level of power without the influence or assistance of other parties. It will help me to be more responsible and rational and also can be utilized properly to help me reach success in the future.

6.0 Conclusion

In conclusion, every employability and academic skill is very important for individuals but the rate of importance can change according to the intended career. As a person interested in becoming a secretary or receptionist, the skills such as summarizing, CV writing, time management and critical thinking can be important and the way it can be important and utilized were briefly explained throughout the report. Further, reflecting on the studies of experiences through Driscoll's model is very helpful because it provides a framework of what to mention and what not to in a report.

On an end note, it is important to identify employability and academic skills within me or what is needed for a career and improve and improvise them to life to gain success in whatever career intended.

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