



**Prifysgol Cymru**

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**University of Wales**

Trinity Saint David

**MODULE CODE: BMSW4001**

**Assessment-2**

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## **Introduction**

Throughout the first and second term I enjoyed the module based on the number of things and activities that I engaged in. The module as a whole has assisted me to look deeper into specific areas which are not just of much interest to me but also vital in preparing me for the competitive job market in the near future. I never had the confidence or knowledge of certain things but working with my instructor and fellow learners has enabled me to develop my employability skills such as empathy, communication and listening skills. In addition, working with other people has made the experience to be even more enjoyable. Therefore, this reflective report provides an analysis of my individual experiences and the things that I have learned in the module (Sewell, 2017). The report will use Gibbs Reflective Cycle (Williams, 2012) to describe the manner in which learning has contributed in developing both my employability and academic skills.

## **Description**

Over the two term I improved my academic and employability skills significantly. I learned about paraphrasing, summarising, referencing, cover letter writing, writing CV. All these topics are significant requirements to succeed in the intensive job market and in academic life. Also, the instructor used things like or workshops, tutorial videos, teamwork sessions and other forms of materials to make sure that we understood everything that was taught in class.

## **Feelings**

In the start of the module I was poor at almost everything that was being taught in the module. Take for example I did not necessarily understand the difference between a cover letter and a CV. I used to think that both the two are one and the same thing used to inquire for a job. After going through the module, I now understand the soul difference between a cover letter and a CV. I even understand that they are drafted differently the format is not the same. When it comes to paraphrasing, I used to feel like I am slow in it. I had issues with plagiarism as putting another author word into my words proved to be a bit challenging. I used to prefer summarizing instead of paraphrasing. Also, I feel that the need to understand the areas I did not know made me work extra hard so I will not be left behind. It created a certain zeal in me to read extensively and paraphrase more work of different authors. I feel that the instructors did all they could to make sure that no person was left behind in any topic in the module. Also, I managed to achieve all the requirements of the module.

## **Evaluation**

When it comes to summarising the most interesting part was that I could freely work with other people work without having to plagiarize or copy paste. I was good at combining knowledge from different research sources. Having to acknowledge the works of other researchers while referencing was also interesting. The whole idea of CV writing was interesting as I could put my hobbies and qualifications down. Having to write them down in a CV format made me understand just how much I had accomplished. Writing a cover letter for the first time was also a good experience. I used to think a CV and a cover letter were one and the same thing. Even so the

module made me differentiate the format which was a very interesting experience. Another interesting thing is that my writing skills improved significantly. Frequent exercise on paraphrasing did not just enhance my grammar but also made me a better and faster writer. I enjoyed writing on my personal journals now that I had learned and developed a new writing skill as well as vocabularies. I even planned to enrol for online writing articles as I can continue enhancing my skills.

Even so despite the many breath-taking experiences I faced different challenges throughout the term in the different topics. For instance, in referencing what was not good about it is the fact that I had to reference websites over and over again and every time I seemed to be missing something. While writing CV and cover letter, considering initially I used to think they are the same I confused on the format most of the times. I found myself mixing them up. the challenging part about paraphrasing is that in the start I did not have enough synonyms to replace other people's work with my own words. Summarising though interesting required a lot of reading and understanding the information that is being paraphrased to avoid putting down the wrong information.

## Analysis

According to The Balance Careers (2020), a cover letter acts as an individual tool that assists one to persuade the viewer into finding experience details. It provides one the opportunity to get to know better. also, it provides an opportunity to demonstrate the knowledge as well as convey the desire and motivation. A cover letter has to be tailored and customized to the organization that they are applying. if it has typos or sentences that are not grammatically correct then it is most likely to leave a poor impression to the employer to an extent where the application might not even be reviewed (The Balance Careers, 2010). Therefore, a good cover letter needs to do better than harm. A good cover letter is the one that explains the vital techniques and exact qualifications of the one seeking employment. Putting into consideration the advantages of a good cover letter, In the term we have been taught how to write a good cover letter as well as illustrate the interest, skills, character, motivation and knowledge that is associated with a cover letter.

Another topic that I learned in the term is CV writing. An article on Resume Help - We'll help you with your resume writing (2020), describes a CV as a highly thorough document that contains work history, awards and educational achievements. Any person looking out for a career in education or academics must have a well written CV. This does not necessarily mean that other professions should not have one. Almost all fields while seeking employment must be asked to present a CV. Maund et al. (2017), has described a CV to be the first direct communication tool that takes place between the employee and potential employer. In addition, a good CV is the one that impresses the potential employer to assist in creating a positive impression in the minds of the recruits. The module played a vital role in helping me learn about CV formatting. The critical issues that are associated with an effective CV writing such as good language, logical expression and the right formatting. acknowledges that writing a good CV puts one in a better place in the competitive work

environment. In the module I also learned how to make a personal statement in a CV. There are various aspects that must be included in a personal statement. One it requires to be brief, concise and clear. Also, it does not need to be longer than three lines. Also, there must be evidence accompanied to support one's personal statement. The instructor provides us with an office manager CV that is well written to use as a guide.

A significant part of being a student is doing research. Therefore, it is vital to acknowledge the contributions of different researchers. In the world of academics, it is important to use the research and ideas of other writers. Fergusson, (2009) states that providing reference while using someone else's research allows the opportunity to acknowledge the contribution of other researchers. Even so while referencing, it is important to key in the right referencing technique. In the module, we learned about Harvard referencing style as it is the most accepted in the technique. Through different exercises of paraphrasing and summarizing, I learned how to put in the right referencing technique. Also, in workshops I learned more on the right way to reference books, journals and websites using the Harvard referencing style. This skill will not just be helpful in my upcoming educational exercises but also in my career. I will be able to write better reports and acknowledge the contribution of other authors.

Paraphrasing is defined as writing down the idea of another person in your own words (Tan, 2016). It is vital while using another person's support to support an idea. In the module most of the research work required support from other authors. The module helped in understanding some of the requirements for paraphrasing. For instance, I learned that while paraphrasing one is required to just change the structure and words but ensure to sustain the meaning. Also, that during paraphrasing one needs to acknowledge the work of the researcher through providing the right referencing technique. In class we learned the art of changing words and using synonyms while paraphrasing. This way I am well able to avoid plagiarism. Through different paraphrasing exercises conducted in class I learned how to paraphrase different texts. This is closely associated with paraphrasing. The module addressed some of the technique that one can use to summarize a text.

## **Conclusion**

The module has provided me with the desired resources as well as good instructors to assist in learning all the skills that I require to not only thrive academically but also in my career life. I now know how to write a good CV and cover letter. If I am to apply for a job in the future I am now at a better place to do so. Besides in the beginning I did not understand the difference between a CV and a cover letter. Now I not only understand the difference but am also good at writing both. I have come to learn how to reference books, journals and websites using the Harvard referencing system. However, I feel that I have struggled with this particular part throughout the module and I need more practice for it to be perfect. Therefore, I need to focus more on my personal development plan so as to make vital differences in both my academic and career life as well as the areas that still need improvement.

## Action Plan

Learning is a continuous process. Morgan (2017) said as a student it is good for me to establish my strengths weaknesses and mistakes and find ways to improve.

Below is a personal development plan that establishes the areas that needs additional exercise if I am to enhance my academic and professional career life.

| Skills Required    | Actions                                                                                                                                                            | Resources                                                                            | Success                                                                                                                        | Timeframe          |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Referencing skills | I need to practice more referencing techniques from different sources                                                                                              | I will need the support of magazines, tutor, friends and journals even websites      | I improve on my referencing and citations classes                                                                              | Continuous process |
| paraphrasing       | To paraphrase better it is better to read through different materials from time to time                                                                            | I need the support of different resources like books and journals                    | I am not only better but fast at paraphrasing different texts from different sources                                           | 6 months           |
| Summarising        | I need to find more work to summarise or sometimes even multiple articles from different authors<br>Learn new synonyms and vocabularies to make the process easier | Journal<br>Books<br>Magazines<br>websites                                            | Get more as on my paraphrasing exercises                                                                                       | Continual          |
| CV Writing         | Update my CV every time I acquire a new skill or hobby                                                                                                             | MY CV                                                                                | To always have an updated CV with me that is written in the right format                                                       | Continual          |
| Cover letter       | Read more about effective cover letter writing. Find good words to use in my cover letter writing exercises                                                        | The internet, books and websites that discuss more on effective cover letter writing | To have a well written cover letter with me.<br>To pass my cover letter exercises in class. Be able to assist my classmates in | 6 months           |

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|  |  |  | cover letter writing |  |
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