

ANALYSIS OF FOUR CRUCIAL TOPICS DURING MY TERM

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In this individual reflective report, I will explain my personal academic development in this trimester, and how this is associated with my personal growth. In fact, I will denote some events that occurred during this path, giving some everyday examples. Furthermore, I will provide an overview of academic definitions which are how to write a cv including cover letter, how to make reflective writing and a report including analytical and critical thinking, and finally how to design an effective presentation in public. Throughout this report I will analyze a few topics of the weekly lectures that offered a new approach to organise and structure the study skills, and the explanation on their positive impact also in personal matters. Lastly, an analysis of my performance, requirements, knowledge and abilities which are compulsory successful within a university, giving an in-depth overview of how I have felt this term.

Effective communication is the most essential factor that takes an organisation towards the point of success. Within the organisational circle, development regarding communication occurs a strong correlation is there between employability skills and communication (Briscoe & Kellogg, 2011) At first glance, four factors are essential to be able to get a position of employment our ability to read and understand, our way of expressing ourselves in front of more people, the way we listen and analyse and finally how we write logically. I believe that CV is the first opportunity you get to make a good impression and attract attention on a potential employer, so if you write a professional, high-quality CV will considerably raise your chance of getting a face to face interview you will stand out from the rest. Therefore it is reasonable spending time and effort on the content and presentation because it will make a difference in acquiring the position offered. You must make sure that you are pithy and accurate that your document is suitable to the post you are applying for including experience which most suited the job, qualifications, highlight skills and values.

Additionally followed by a cover letter it brings a something extra to the table when you apply for a job the employer will learn more about you, your personality, what you actually want from the job and gain insight as to why you're applying. And, as your CV is supposed to be short and sweet, your cover letter is the perfect way to elaborate on your achievements. (What is a cover letter? | reed.co.uk, 2020) not everybody has the comprehension of how to create and write a cover letter, Is it essential to highlight? Or even makes a difference? To know these aspects is vital to achieving established goals. Honestly, I consider that creating a cover letter is essential must make an impact on the employer, giving him a lively overview. This is the first piece of information they receive about you, and obviously, we want to persuade them that we are a suitable candidate. In my case, fortunately in high school, they taught me to make a cv with a cover letter but even during my life, I did it several times when I was looking for a job; still, I realised that my knowledge about writing a cv and cover letter was weak compared to everything I learned through this module, First of all, exercises that have been provided of individual tasks in which to choose a job role, for example as a sales assistant, we had to do research and read about this position in class writing down the cover letter to the company applying to the job role.

In my opinion, a pretty good exercise to put what we have learned into practice, without a persuasive measure, the reader sees the CV as one in a multitude of applicants. Using a cover letter shows that you have a level of professionalism. Other candidates may simply produce a

one-sheet CV; those who have cover letters separate themselves as individuals who care to take the measures needed to look professional and organised (The importance of a cover letter - PurpleCV, 2020). Secondly, it has facilitated to identify skills including weak areas that need further development, abilities and interests; I particularly liked how to structure a cv and cover letter in different paragraphs and to set myself to prospective employers. To be honest, nothing has disliked me about this topic since I have enjoyed the learning process.

Besides, this topic has been really inspiring and useful since it is quite essential to know how to communicate with a company and sell myself as the perfect candidate when looking for a job. Knowing how I can write a cover letter is something that we all need to know in the future when we want to apply for a job role "Not sending a cover letter is a sign of laziness. It's akin to making spelling and grammar mistakes in your résumé. You just don't do it," says Jodi Glickman, a communications expert and author of Great on the Job (How to Write a Cover Letter, 2020). The simple fact of receiving an exercise as a template cv and cover letter with gaps that we have to fill out has a positive impact on me because we test our own knowledge and students can use it in everyday life.

Another critical topic in this chain of precessing that are entirely linked is the significance of analytical thinking. Nowadays there are different ways of thinking: analytical, systemic, reflective, logical, creative, analogical, divergent, lateral, convergent, interrogative, deliberative, discursive, collegiate, practical, deductive, inductive, critical (Villa and Poblete 2007). All these ways of thinking have in common that they are thoughts, and sometimes it is complicated and difficult to distinguish them. All of them has its own distinctive characteristics and even different processes and products. Who understands the best ways to think are and why they are better. If you wish, You can modify your own thinking to improve their effectiveness, that is, to perform the job better (Dewey 1989), as well as having a more committed role in society and live more efficiently.

To succeed in higher education is necessary to have critical and analytical thinking to study and understand the structures of the mental process you must be able to identify and define problems, extract key information from data and develop workable solutions for the issues identified in order to test and verify the cause of the problem and develop solutions to resolve the problems identified. (2020) In fact, when human beings grow up we acquire critical thinking, I noticed an invaluable asset to have they easily transfer and apply across many spectrums of our lives, in my case I studied psychology for a year and being able to learn this topic in another language is fascinating. Nevertheless, I realise that I dismiss from my mind a lot of theory but, I have been able to remind them during this term emphasising on tangibles benefits of how to improve my analytical and critical skills. Indeed, I much liked this topic, because accordingly with critical thinking is the ability to think clearly and rationally, understanding the logical connection between ideas. In essence, critical thinking requires you to use your knowledge to reason. It is about being an active learner rather than a passive recipient of information. (2011-2020, 2020) and analytical thinking involves the ability to explore problems, issues or situations; getting at a solution or hypothesis and justify a proposal.

On the other hand during this term we have been questioning several times to be able to give our point of view. I can remember that one of them was who was doing an online course? At that time, I was not doing any. Still, according to that lesson now, I am doing an online course of Cryptocurrency on an online page called (ShadowAcademy) (Dashboard, 2020) which has

many different topics. Hopefully, my next lesson will be about web design, paid an annual fee, and at the moment I am delighted. I have to recognise on the beginning, it was difficult because of the language, but later on, I absolutely figure out that this process helps to trace the route for my future.

Personally, I like this kind of topics because I find the human mind interesting, the thought processes involved when using analytical thinking skills including recognise the underlying problems or issues, organise information related to issues, integrate all the pieces and finally draw proper conclusions, "The framework elaborated by Bloom and his collaborators consisted of six major categories: Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation. The categories after knowledge were presented as "skills and abilities," with the understanding those abilities it was the necessary precondition for putting these skills and abilities into practice" (Bloom's Taxonomy, 2020). Apart from this, the only moment that I did not like is that we could spend more time on this topic. In my opinion, critical and analytical thinking involves understanding, evaluating and resolve, these themes deserve in-depth investigation. In my view, this topic has been useful to me because I use it in my daily life. I should emphasise that we use many methods to understand this topic, including few applications for our phones that the teacher gave us (Eidetic, Lumosity ...) In fact, nowadays, I use it regularly, which helps me to have a healthier brain and transmit information better through interactive games of memory, concentration, attention, language, and even mathematics.

At the same time, I think it is good to learn at least one different thing every day, in class, we debate that it is good to at least learn a new word that we do not know or is not in our vocabulary, it works for your brain. Inclusive the action of reading a book, for example, I look back when I was little my parents used to instil in me to read, is essential because helps you grow mentally, psychologically and emotionally, every book gives you an opportunity to learn new things and explore new ideas. Reading books increases your knowledge and makes you smarter. (Sharma, 2020) at this moment I am reading a murder book called ("The truth about the Harry Quebert case ") (Dicker and Durán Romero, nd). Basically, the book is about a famous writer who fell in love with a 15-year-old girl, she was murdered, but no one knew her love story, after several years the murder came to light, and he is the main suspect because he wrote a book recounting his love story, it is a real-life story, and there is a serie as well, which makes it fascinating.

Communication is the backbone of our society. It allows us to form connections, influence decisions, and motivate change. Without communication skills, the ability to progress in the working world and in life, itself, would be nearly impossible. Public speaking is one of the most important and most dreaded forms of communication. (Labs, 2020) . One of the topics that has been crucial for me during this period is about how to prepare myself a powerpoint presentation including pre-talk preparation, hands out, opening, speaking, body language, length, behaviour and conclusions. Besides one of the parts that I liked the most, and the ones that we emphasised is speaking giving us tips on how to talk natural rate of speech, project our voice, how to speak clearly and distinctly, pause briefly to give your audience time to digest the information on each new slid and one of the most important do not read slides aloud but is this important to our current lives? I completely agree that it is necessary for the university career that we are doing it is essential, one of the exercises in class that have been of great help was about to prepare between two or three minutes of presentation three most significant

achievements of our life, I remember that I was nervous, I have to admit that it is a bit strange to do a speaking in front of a computer screen but it has been of great help to me to be able to think quickly and emphasize the important things about my life in a short time.

Overall, all the learnings until this point are considered highly important and essential in any work field and cannot be replaced by robotics or technology in the current automated world. Acknowledging all the topics mentioned above and using them correctly could be time-consuming but essential. The knowledge is reinforced each time the student puts these skills into practice, and the ability to use them will also speed up with each academic assignment. The impact and the outcome will be positive not only to cope with the pressure in higher education, but this an excellent training to develop a set of skills to face the professional world.

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