

ACADEMIC AND EMPLOYABILITY SKILLS
BMSW4001

ACADEMIC REPORT
TERM 2

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Introduction

Reflective writing is academic setting which is use to examine your response to a new experience as a student. Reflective writing is a analytical process which help the the student to think of his experience, opinions, events or new information's. And also reflective writing is helps the students to develops and reinforce the writing skills as academic and a way of making meanings of what they are study. To begin a reflective writing need to start first with the reflection which means a mental process.

Reflective writing is a style which must be learned and practiced. The reflection and reflective writing are more social concept but more relevant in academic literature. The main characteristic of reflective writing and which are the most using when using are : reflection, evidence, clarity about the experience and learning outcomes.

The most cycle which is using in reflective writing is Gibbs reflective cycle which in 1988 GRAHAM GIBBS published his Reflective Cycle model in his book „ Learning by Doing,, which this model helps people to think about them experiences was

having during a specification situation, event or activity during them life's. Also Gibbs reflective cycle makes people to think more about them experience, event or activity in details and to reflect about them actions and help them to adjust and change them behaviours.

The Gibbs reflective cycle start with description, feelings, evaluation, analysis, conclusion of the experience and during this and end at action plan(what can be done and changes) and finally back to description.

Thinking during about my own experience during terms 1 and 2 at university and using Gibbs reflective cycle I realised my perform can be more differently and much better in the future. Also this cycle make to understand how to handle the same situations in different ways in the future at the end of university. And during this academic report I will use the Gibbs reflective cycle about the most important topics and how this topics helps me to develop my career and to rich the goals.

CV writing

CV is the Latin language description of CURRICULUM VITAE.

-Curriculum(program)

-Vitae(life).

The main objective of a CV is to take a picture of the person to whom it belongs. The main purpose of a CV is to inform your

employer about you, your experience of work, skills and education you have. That's why your CV is one of the most important elements when applying for a job.

CV is the first contact between you and a potential employer. Based on the CV the employer will make an impression on you and plus if the CV is good and promising then the employer will definitely read it several times. An CV is very important and plus if we take into consideration 3 criteria when will create these:

- a good CV helps you get from the first halfway to an interview and negotiations;
- a CV is the mirror of your personality;
- a quality CV will come out in evidence;

Cover letter

A cover letter is a document you send with your CV (traditionally as the front cover). The cover letter is different from a CV instead of being a written overview of your skills and experience, it's specifically written with the job you're applying for mind which are allowing you to highlight certain areas you think would make you right for the role.

Always a cover letter need to include some things which are very important:

- your personal details;
- the hiring manager name;
- where you found the vacancy;
- why you're suitable for the job;
- what you can do for the company;
- closing statements(including thanking the recruiter for their time)

Cover letter is very important to present when are you applying for the job but to put it simply, easiest and most effective way to stand out from the crowd.

From the cover letter 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.

Reflective writing and thinking

Reflective writing is evidence of reflective thinking. Reflective writing help us to looks back at past experience, to analyses, explore and explains what happened and why, uses academic language and usually incorporate models or theory.

On this part of reflection writing I will use as I was writing on the beginning of this report about Gibb's model which help me to reflect on important parts from my life as :

- my childhood;
- first time of coming in England;

„I grew up in Romania”

We walked to school and back home with friends. Our dinner time it was always at 7 pm.

Eating out at a restaurant never happened because it was very hard to leave your small village and always never have time and money for this. It's just wasn't a important thing.

You took your school clothes off as soon you get home and put on your play clothes. We had to do our homework before being allowed to go outside to play. We ate dinner at the table with all family.

Our dial phone sat on „phone table,, in the main hallway and had a cord attached, so there was no such things as private conversations, mobile phone didn't exist yet.

TV had only few channels. We had to actually ask before changing the channel.

We played Cops and Robbers, Hide and Seek, soccer, basket with your friends and neighbour kids.

Staying in the house was a punishment and the only thing we know about bored was „you better find something to do before I find it for you,,.

We ate what mum was made for dinner and never we complaint about it. Everyone was welcome and no one left our house hungry. There was no bottled of waters like today , we drank from the tap or the garden hose outside and everybody was healthy.

Our favourite treat was a slice of white bread with butter and sugar or jam at it was even more delicious when we ate to friends house.

We watched cartoons only on Saturday mornings, and ride our bikes for hours and back home on time for daily prayers. We weren't afraid of anything and we played till late on night...sunset was our time to go home and always our parents knew where we are.

We watched months around our elders because all of our aunts, uncles, grandpas, grandmas and our parents best friends were all extensions of our parents and you didn't want then telling your parents of your misbehaved.

These were the good old days. And I loved my childhood and I always feeling sorry because all the kids today will never know how it feels to have a real childhood. I means to spend more time played outside with friends and not to spend time on computers played games.

„ First time I came to England,,

And now I sometimes remember with nostalgia how I chose in my 20s to leave my parents and come to a foreign country and where everything was unknown to me...

It was April 20, 2008 when I came to London-England after two days and two nights traveling by coach and I was very tired after such a trip I was greeted by a cold night of giving

you the creeps and a quiet as We had only met until now considering that we are talking about a city like London that should have always been activity. I thought then that maybe the next day maybe I'll be surprised by life here and I can say that it was...

After two days of rest after such a trip I decided to visit the city and get to know London life and to know the British as they are. I saw then that it was a colourful and very crowded city and people rushed to the jobs.

With the coffee in one hand and the phone in the other. The air was different when you exhaled, the song of the birds carried you to unknown places, the smell of coffee or the smell of English breakfast that I was surprised to discover and plus to like it.

And now I'm a fan of English tea and breakfast that day.

Plus I was surprised to see the red and double-decker buses as only in London you find were exactly as I had seen them on television...

I discovered that life here was not what it was like to be shown or said on television but it was much more beautiful that I managed to discover every day that I lived over the years. I can say now after so many years that I made a good choice by coming here and trying to create a life that I'm happy with so far.

And I can say with my hand on my heart that I won't be leaving here anytime soon I already feel like I'm part of this country that has given me the chance to build a family and my children to raise them in this spirit...

Personal Development Plan and SWOT Analysis

How I learned in term 1 about the Personal Development Plan and SWOT Analysis which helped me to reflect on what I want to do now and in the future after finishing university and to focus more over some important goals.

A Personal Development Plan is important for including the aspirations, strengths and competences as a person who wants to get somewhere. How this plan helped me as a person at work or as a university student that I drew up in term 1 and made me to discover what I really want to focus and change my perceptions of my person who I managed to overcome and plus I realized that I can more than that, and be appreciated in the workplace for what I do... But as a student this plan has helped me to realize that life as hard as a student is not that

as hard as I thought at first especially when you know what you want and where you want to go. Plus, when you have a well thought out plan and with the goals you want to achieve it will seem very simple.

Once in our lives each of us did at least one SWOT analysis when they had an important decision to make. SWOT analysis is a technique that can be used to evaluate some products, services or you as a person.

Which helps us make the right decision about what we want to do. Also, thanks to SWOT analysis we can create a personal plan where we can consider the strengths and weaknesses and effectively exploit the opportunities that arise.

The benefits of a Personal Development Plan in what I want is:

- to have a clear idea of the kind of life or job I want.
- greater confidence in the choices I make.
- greater confidence in the skills, qualities and attributes I want to bring in my career.
- to be in better shape;
- to be more able to discuss my talents, my personal qualities and competences as a future employee.
- developing a positive attitude associated with a successful personal life.

Conclusion

In conclusion I can say that they helped me understand how to make a CV or cover letter that will help me in the future in finding the perfect job. Plus reflection writing helped me reflect on some important aspects of my life and plus that what I think I don't keep to myself but make myself heard that things go completely differently.

Thanks to this course I discovered that I can do much more than I could before and cope brilliantly with the situations that happen in the workplace... And they taught me to act the right way as a professional candidate.

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