

Academic and employability skills

Ridwan Ajala

1916036

Task 2

Summary	2
Introduction	2
Team working	2
Analytical thinking	2
Critical thinking	3
Organisational skills and SWOT Analysis	3
Presentations/ Public speaking	3
Gathering relevant information	4
Paraphrasing	4
Reflective writing	4
Discussion	5
Conclusion	5
Reference	6

Summary

In this report I will speak about my learning in this module by using a recognised model of reflection and theories. Different topics will be discussed and analyzed , for this reason it will show how useful they are for me. Methods will be discussed that i have previous knowledge of also methods that i did not have prior knowledge of. There are a lot of topics that have been beneficial towards my learning in this module which I will be discussing thoroughly throughout the report.

Introduction

In this report I will be showing the developments of my learning in this module. Learning could be a huge task at times therefore I will be discussing the negative and positive factors in my learning approach. Setbacks are common in learning this could be because of a way of living, doing things in an incorrect manner for example not including yourself in class work and not paying attention when it's time to really focus.

Team working

Team working is knowing how to work as a group in order to succeed. This is a skill that I have prior knowledge of and has improved by being in this module. Throughout my life I have played football at a professional level for this reason team working knowledge was gained overtime. For us as a team to succeed as a unit team working is vital, high demand and good performances is required for us to win matches. As a team we all need to know what our role is in the team, knowing what to do in terms of defending and attacking. Not everyone will see eye to eye with you at first but the more we work together as a team then the easier working with each other will get.

Analytical thinking

Analytical thinking is taking into consideration and researching an issue or topic to develop more complex ideas about it. This process involves identifying an issue, gathering information together, developing ideas and solutions, testing ideas or topics based on what is learned, reviewing and assessing new knowledge. Analytical thinking includes the ability to identify cause and effect relationships. This is understanding what might happen during the issue solving process. People with strong analytical thinking are more likely to quickly analyze situations or topics, for this reason they will work well in a team to accomplish goals and tasks (indeed,2020) .

Working in this module has developed my analytical skill. This is because we are required to find solutions and make decisions about what actions to proceed with. In the time I have studied in this module I learned how to understand problems and analyze certain situations. Developing this ability has enabled me to improve my work for this reason I am able to accomplish goals and different tasks.

Critical thinking

Critical thinkers are those capable of identifying all categories of an issue and understanding why a problem exists. They will take the time to fully understand the issue in order to make an understandable solution (indeed,2020). Critical thinking involves looking past the obvious surface issues. Being critical requires you to examine data carefully and question its authority and reliability (2016). I did not have this topic in the past, but I have developed it over time in this module. This is because I am required to face issues and to solve them. Some issues require a more thorough research and process, in doing so it allows me to improve and develop my critical thinking skills.

Organisational skills and SWOT Analysis

As defined by (Duszynski, 2020) Organisational skills refer to your ability to stay focused on different tasks and use your time, energy, strength, mental capacity and physical space effectively and efficiently in order to achieve the desired outcome you are seeking. This is a great topic to be experienced in and one that I take seriously. It is not an easy topic to learn but definitely an essential one to have alongside the others. Not only being able to stay organised will reduce stress and anxiety, it will also allow us to get ahead of tasks efficiently and effectively meaning getting the most done using the least amount of time. The SWOT analysis is defined by Wikipedia (2020) as the strategic planning technique that is used to help people or an organisation identify strengths, weaknesses, opportunities and threats related to business competition or project planning. This is a great chart to use and write down under each heading what your strengths are, and where your weaknesses are. Further to seek out opportunities and threats as well. This is an organised way to physically write out and visually see where you can improve and so forth. I have developed my experience in this topic over time because I have worked with amazon in the past, working with amazon requires me to be flexible and organised. Delivering goods at a specific time and location in order to accomplish the job. This all comes under my organisation skills which is extremely important in my day to day life. Being organised is key to being successful. There can be meetings, tasks to complete and deadlines and without knowledge with this topic it will be much harder for me to accomplish the different tasks.

Presentations/ Public speaking

Making presentations and speaking publicly is very important and has been useful to me during my study duration. There are a few factors that will determine a good presentation or a bad one. Pre-talk preparation is key. This is simply arriving a few minutes early to set up, dressing appropriately for the audience and turning off mobile phones. Handouts can be given but this can lead to many disadvantages such as audience reading ahead, distractions therefore audience will not listen, and it can be a waste of paper. A good opening is a very important section because it will catch the audience's attention for this reason the audience will give full attention for the rest of the presentation. Speaking in a good tone at a natural rate of speech is key to a successful presentation. Asking some questions and making eye contact is important, this helps in terms of the audience understanding the discussion thoroughly. There is nothing more boring as a dull presentation. The audience will not be paying attention most of the time (Emily,2016).

Making a good presentation has been very useful to me in my day to day life. It has allowed me to be more confident in interacting and having conversations with people. Presenting in this module has been very beneficial to me in terms of being able to stand in front of a classroom and speak about the topic in this module also in other modules in my learning.

Gathering relevant information

Gathering relevant information is a topic that has been very useful to me. In class I am required to gather information based on the topic of discussion. Taking notes is key in order to accomplish tasks and assignments. Not every discussion is worth taking notes, some are more important than others for this reason. Over the time I have been studying I have been able to identify the relevant information that is worth gathering. This is a category that I am already aware of. I did some work with amazon in the past and my role was to deliver parcels and take notes if parcels are unavailable for delivery or when the customer is unable to collect their parcel, in relation to that when i was younger in school I was required to be able to take down relevant notes in my notepad that would help me in different exams and essays. This is a very beneficial way of learning because taking notes will help in terms of remembering other factors that are relating to the topic.

Paraphrasing

Paraphrasing is a topic which is very useful in this module, this is simply being able to look at secondary sources and changing terms and words in order for me to include it in my work. In class we have practiced this on numerous occasions by finding a document and paraphrasing it all. This topic is highly important because there is a lot of information out there on the web, for this reason paraphrasing is vital in order for me to use the secondary information without getting penalized for plagiarism. Paraphrasing is very useful to me, this is because it allows me to use information from various types of sources without getting penalized. Paraphrasing in academic writing is an effective way to condense, restate, or clarify another author's ideas while also providing credibility to your own argument or analysis. Some students may find it difficult at first but as you practice more it tends to get easier.

Reflective writing

Reflective writing is looking back at past events and analyzing it thoroughly in order to perform better in the future. This topic includes thinking about what happened, what did and did not work. Reflective thinking also involves critically evaluating what I would do differently in the future. I have had experience in the past from this topic by working for Amazon. At first quite a few mistakes were made by me and due to that I've had to go

home and look back to where i got it wrong and analyze so that i could i get it right for the near future. Reflective writing gives me the opportunity to connect experiences, feelings and beliefs to theory and research, these ideas can then be used to inform on how I might act in the future. DIEP can be used for reflective writing. D stands for describing what happened, this can be an incident or a highlight from an experience or lecture. I stand for interpret the event considering what the event might mean, how it makes me feel and how it relates to the other things I've learned. E stands for evaluating the effectiveness. This is just evaluating how beneficial and useful the experience has been, and P stands for plan which is finding how my experience may impact on my thinking and behavior in the future.

Discussion

Based on my reflection on learning on this module these topics above have been really useful to me. Some of the topics i had prior knowledge of and some i did not. These topics are benefiting to me in order to be successful in a class and business environment. Personally, I find team working the most important, this is because I am always working with more than one person and in order to succeed then we all have to have good team working ability.

Conclusion

In this report primary and secondary research was used in order to explore different characteristics of my learning in this module. Research materials were collected from various articles and journals which were applied in order for me to complete this report. Study materials on Moodle also were used in this report to find relevant information that is beneficial to me in this module.

Reference

Indeed,(2020) Analytical skills: Definitions and Examples [Online] Available at : <https://www.indeed.com/career-advice/resumes-cover-letters/analytical-skills>

Greenwich,(2020) What is critical thinking [Online] Available at : <https://www.gre.ac.uk/articles/ils/critical-thinking>

Wikipedia (2020) SWOT analysis [Online] Available at: https://en.wikipedia.org/wiki/SWOT_analysis

Duszynski, M. (2020) Organizational skills: Definition and Examples for your resume [Online] Available at: <https://careertrend.com/facts-6742891-definition-organisational-skills-.html>

Emily,(2016) 100 good, creative and interesting powerpoint presentation topics for college students [Online] Available at : <https://www.lastminuteassignmenthelp.com/100-good-and-interesting-presentation-topics-for-college-students/>