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Academic and Employability skills (BMSW4001)

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Introduction

On this report I will be writing about 5 subjects that we have studied in term 1 and term 2. I will be going deeper in what I have learned and how it made difference in my academic and employability skills, I will be talking about paraphrasing, summarise, CV writing, cover letter and referencing.

Paraphrasing

Paraphrasing is writing a text, report or phrase that is written from someone else with our own words without changing the meaning to avoid plagiarism which could end in some cases in legal issues.

When I first started this course I knew about paraphrasing because I studied this in college, we did not get too deep in the subject and I did not practice much at that time so it was something that I knew but I think I was not enough to help me out to write my assignments because sometimes I needed to search resources from books or internet and I had to paraphrase most of the time to avoid similarity with the original text.

Now I think learning about paraphrasing is really useful and I think it is essential learn about it when you have to write your assignments so you understand better the subject that you are writing about. If we would be able to copy and paste from the original sources, we would not be able to learn and we would become lazy.

I find paraphrasing challenging because English is not my first language and I find sometimes difficult to find synonyms and I just have to search for synonyms which makes sometimes that I take extra time paraphrasing. What I do is, read the text 2 to 3 times and try to understand it properly to write in my own words, I know I have to practice more and read more to improve on this.

With this subject I understood better that either we are working in a company where we need to write out about an article or we are writing a book with information from an original source that does not belong to us or we are just writing an essay for our university we have to make sure we paraphrase and we do not copy directly from the text.

One example of the importance of paraphrasing is in the university, we need to do our assignments and we have to do research sometimes definitions and information, if do not paraphrase properly our percentage of plagiarism could really high which could lead to a misconduct and have consequences in our final credits.

Summarise

Summarising is writing a phrase, paragraph, or text in a short way from an original text without missing the key information which gives it the meaning to the text.

I think summarise is something more familiar to me because I have been taught about this when I was at school, it does not mean I am very good at it but at least I understand the concept and I have practice it more than paraphrasing.

I remember when I was taught about it at school I had to summarise children books for homework, then in secondary school it was an easy way for me to summarise subjects that would be included in the exams and study from this when it was something theoretical so it was easy for me to learn from it and to write down in the exam.

When I look back in my class at the university when I studied again about this topic after so long, I remember no to do so much emphasis because I think is concept easy to understand.

I believe summarising it is important in our academic skills because sometimes make us think and understand a text better to make it shorter and at the same time including the key points to give the text the original meaning, sometimes it could be challenging when you do not practice much for example I have not done summarise in long time talking in academic way so I found a little bit challenging when I first started again doing my assignments. I think I still need to practice more and get better because I always felt that this kind of subjects that include writing I am not really good at it, even when I was at school I found it challenging for me and I know that practicing would help me to improve this skill.

As example in summarise I could say when I write my assignments sometimes I have to write definitions or some kind of information where I have to make it shorter and where also I have to paraphrase. I first understand the text and then I re write in my own words without losing the original concept which is very important.

Referencing

When I first heard about referencing I was in college and I remember the teachers saying about how important it is when you are in the university, by then I did not use many references, maybe just to practice and to learn how to do it.

Now that I am in the university and I studied again about this topic it was like new for me because I have completely forgotten about it. I realized how important it is to reference and to do proper citation when you use someone's text or idea to show the author respect and to avoid plagiarism which can lead to misconduct.

I can say I am still learning how to do it because I find it challenging sometimes, sometimes when I do my assignments I found I resource that may be helpful for me but when I have to do referencing maybe do not meet the requirements that the Harvard referencing style asks for. Then it depends on what kind of source you are writing from you have to follow a guide in how to write it on your bibliography.

In my personal experience with referencing I could say that it is something that I find difficult to follow sometimes when I write my assignments, because as I mentioned before you may find some sources for example, websites that are useful where you can get some information but they do not have author or date and then you start questioning if you can really use this information and how veridical is this information. Also, the Harvard referencing style includes so many ways of writing referencing depending the resource, if it is an article, website, physical book or E-book etc, so it could be confusing for me sometimes.

I understand the concept and why it is important, but I can say as something new to me I struggle sometimes to use it properly.

I know as every academic skill that we learn at school or university we have to practice it a lot to get it done with the time easier.

Cover Letter

The cover letter is a letter that you attach to the CV vitae to get a job where you talk more about your skills and how you can contribute to the company you are applying to work for.

In my personal career experience, I have never written a cover letter because there are some jobs where it is not required for example services jobs where I have worked on.

I find cover letter interesting topic because we learned some tips how to write, and what kind of information is needed and what information we just need to avoid.

I think it is important to write a good cover letter when it is required for example in office jobs mostly it is required. The importance of the cover letter is because you can say more about you, about your skills and what you really know about the company so they know you are really interested in working with them, so one of the things that I found interesting is that you have to do research about the company you are applying for and explain how would you fit there, I think you have to be really smart writing your cover letter because other wise they will not even look at your CV.

In my personal opinion this topic is very useful because regardless of the job I am looking for in the future as my personal career I would need to write my own cover letter to be a potential candidate when I am looking for a new job.

Curriculum Vitae

CV is a written summary that you give to the employers where you write your personal details, job experiences, education, and additional information relevant to the job you are looking for.

Unlike the cover letter I have more experience with the curriculum vitae, I wrote my first curriculum when I was 18 and I got my first job, when I did not have even experience working and I barely have some information on it relevant to the job I was applying for.

I think studying about this topic is important too because the curriculum is the first impression the employer have from you and it depends on this and on the cover letter if they are interested in interview you. So I find very useful learn how to write a CV properly to avoid mistakes to make it look professional, because maybe you have the skills or the experience needed for a job but your curriculum does not look professional or it is not easy to read, the recruiter can just avoid reading it and you can just an opportunity to get that job.

I think writing CV is easy because you have so many examples and templates on internet where you can get ideas from to make your own. You just have to write the accurate information about you, your skills, what you studied, where you

studied and talk about your experience in the previous jobs all in chronological order.

I personally like that we are able to study this topic that will be really useful for us anywhere we go to look for a job. Now I feel I can make a better curriculum with all the useful tips we saw in class.

Conclusion

As conclusion on this report where I reflect all my thoughts about all these topics discussed in class I can say I have learned about topics I did not know much and I have improved some of my academic skills that I learned previously but because I have not practice it much lately I needed to refresh the information. I know I still need to practice where I feel a little bit weak. I consider learning these skills will help me in my studies and to get a better job when I finish this course.