

Academic and Employability Skills

BMSW4001

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1. Introduction

A few years ago, I decided to start the new challenge of learning a new language. On my first years, I was focusing on the listening and reading to achieve a medium spoken fluency. After the years, I realise that I will need to improve my academic skills to succeed and face the everyday task that any job of my choice requires.

On this Module, I learned skills that I needed to improve my writing, thinking, and speaking. The Module focus on how to be more responsible on your learning and how to use skills that they will help me to face any circumstances or situations in the working place but also how to absorb, analyse and use on the right information on my academic career.

In this report, I will go through the skills that I found more useful and for my career intent. Correct academic writing, precise time management, and take control when the need for speaking on the public.

2. Reflective Writing

Reflective writing is evidence of reflective thinking. Starting with what we learned what happened during class and what information I have absorbed. Second, think and analyse from different points of view what I learned or read or listened from my lecturer then later, I can explain based on a previous model or theory. Third, think about what everything I learned means to me and how I will be using this professionally.

When we talk about being reflective Williams, Woolliams and Spiro (2012), mentioned a few key points:

Be open, no just one idea, take to account t different points of view.

Curious about the idea and research information.

Patient If your idea or thinking becomes complicated, the answer also will be.

Honest with your thinking and writing so the others can understand it too.

Rigorous with your analysis and knowledge acquired.

2.1 Kolbe's Model

David Kolb release his learning methods in 1984 he designed his learning technique

We can find two levels: four section cycle of learning and four learning methods.

Kolb mentions that studying is acquiring different non-real ideas that you can apply in multiple situations.

For my learning and report, I will focus on Kolb's four-stage learning model:

Concrete Experience – Doing or having an experience

Reflective Observation – Reflecting on the experience.

Abstract Conceptualisation – Analyse what learned and conclusion

Active Experimentation – Plan and try what we learned.

McLeod (2017)

I choose to follow the Kolbs model because I found it the most suitable for my future career intended. Is an easy step to follow a model that it gives you an excellent visual at the moment of being analytic and also plan and understand your final result based on what you learned or experienced. If we compare with other models, for example, Gibbs model doesn't give you that experimental or analytic experience when we want to play with the idea we want to reflect.

3. Topics

As I mentioned before I will be focusing this report on my attended career, I found the topics that I choose are the most helpful personally, professionally, and academically. Probably some of this is skills I already had under control others Is like to go back to primary school. Like everyone some of these skills you never would like them but as much you gent in deep and using models like Kolb's to get the idea you also get more interested and fascinated on

the matter ending up love in it and even trying your best to understand and show others what you capable are.

3.1 Academic Writing

Once I heard on a film "the ability of speaking doesn't make you intelligent". I couldn't agree more when we are talking about Academic Writing, how important is transmit the idea correctly and also that everyone can understand or better depending on the matter you want to focus as reports, analysis resumes, etc. You probably know what are you saying but the others maybe not. The academic writing skills will determinate your skills on absorbing information and filter that information depending on what are you writing or even better to whom or which purpose.

Academic writing was one of my biggest challenges. Since I started to learn English, I never could say that I understood how to structure a sentence so mainly I tried to put more effort into my academic writing, starting only as what is a clause? An answer with that Subject + Verb but of course the thing will start to get more complicated when we have the clause, we can begin to analyse it (Subject, Verb, Complement etc.). Analysing my clause was good exercise and reading it aloud to get familiar with the sound of it and sense that made, following of the mentioned before I could start to build something bigger, a sentence. Once understood the writing, I could continue with the other different aspects of what is academic writing. Of course, is not just the grammar, Paraphrasing and summarising is the top of this pyramid of learning to understand and have the perfect control of this two skills is the key to a comfortable and successful academic career also will help you on your professional career. On this report, I plasmm my learning that allowed me to structure and deliver information accessible to my classmates, lecturer and also the capability of reflective writing.

3.2 Time Management

Time management is one of my favourite skills, is the key to your time any project idea you want to start. I act in the same way as a brainstorm, so you play on the organisation and time consuming it also gives your personal satisfaction if you succeed with your time management. The learning of how to organise your studying time is essential and can help you to have a more effective time. In my case, I always use my calendar to manage my time, but once I started to study, I discover that managing your time is more than that. Is not just about how much we spend looking or other activities; it is also about how we work our time on different task and projects or situations depending on the complexity or not.

Personally, time management is the way of how much you are interested in a goal or achievement, but also how much you want to succeed. Difficult or time-consuming tasks or situations you will need more effort but also balance that struggles with the other functions. I like how time management is always changing and how you can continuously adapt these changes to you and your productivity, of course, there are rules like in every skill or method of time management but is always mouldable and adaptable.

In my particular case and exciting thinking on my future career as the leader of a team One way of using the team time or work will be using Doran(1981) Method where using S.M.A.R.T:

Specific: Decide what you want to achieve

Measurable measure your progress

Assignable Who will do it

Realistic Real results to achieve

Time-related specifies the deadlines for achievements.

There is a lot of other techniques and methods for time management. It always depends on the goal intended Academic, personal, or professional. I consider myself organised with my time also still planning in private life; of course, everybody knows there is always some unexpected situations or obstacles that we can find planning. I find the SMART method more

useful to solve or face these unforeseen circumstances as you plan over something project plan or idea, then you adjust the rest and the time that will consume.

3.3 Public Speaking and Giving Presentations

I never present or speak on a large group, but I did on small teams or groups I always considered that attendants enjoyed the topic I was talking and explaining. When I started to analyse different techniques, these part of the Module, I discovered that none of my previous experiences was matching with what I was learning. So, looking into the past, I compare some old presentations with the key points that you require as an academic or professional for an enjoyable and outstanding public speaking or PowerPoint.

Minimal details are the most important for presentation, keep the attention of the public the most difficult but also depend on the topic, and how you resume the subject. However, can be something interesting for the public or not that is more personal from the public side but then here is where skills on speaking and presenting engage with the no interested public and keep them attending during your performance.

There are many points and details to take on to perform a good presentation Gallian(2006) Advice and explain that for presenting, acknowledge the level of your public, your subject should please everyone, never overestimate your public knowledge, keep it simple, focus on your examples, make sure the information you transmit is clear, make clear to whom is focused your presentation, share why you are interested in the topic, talk about personal experiences or story on the beginning, try not to be technical, find relationships with other issues or subjects, make sure is font can be read, minimise the text content so your public can focus on your talking, Bullet points are essentials, do not overflow with complicated charts or maths, images are essential and be familiar on how to use PowerPoint, talk and explain not to memorise, adapt the time you are talking to each slide, examples and problem solving are interesting, get ready for questions on the topic, practice before on your public speaking, always have a backup plan if something goes wrong.

Now learned how to structure presentations using, PowerPoint is time to focus on what also your audience sees. What audience can see from you, your image, how you express how you move or look so we are talking about your presence in general and the critical role that plays to deliver a presentation or public speaking. Image is vital as look organise neat and clean, engage with the public with contact visual, depending on your topic or public you should always adapt on these points.

There are many points to consider presenting correctly but always have clear to make sure that your audience will enjoy your work. When we want to have a successful presentation or public speaking, we should always consider the audience as customers or clients from retail or hospitality. We need to impress, please them but also make them feel participant, hypnotise them with your topic and performance.

4. Conclusion

Going through all the topics of this Module, I discovered how essential are the academic skills to succeed not only on your academic career but also as a professional. All these skills are also applicable to your personal life and can be helpful to cope with different obstacles in life.

On my future career, I will never forget how it was my first public presentation or the first time I learned different tools to manage my time to study and learn. Thanks to my lecturer and time managed studying and other activities I can successfully deliver this report understanding the importance of what I learned and how to apply these skills on my academic career analysing topics developing ideas and getting projects delivered.

Time management has been one of the essential tools to succeed during this time; whatever was the task complicated or not the time management is one of the most keys to studying, working or life.

5. References

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