



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

ACE PRACTICAL PORTFOLIO

BMSW4001

Lecture -Gregory Cowan

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Academic Report

Employability Skills can be defined “a set of achievements – skills, understandings and personal attributes – that makes graduates more likely to gain employment and be successful in their chosen occupations, which benefits themselves, the workforce, the community and the economy.”

Yorke, M. (2004), *Employability in higher education: what it is – what it is not*, The Higher Education Academy/ESECT

Academic skills are the skills you need to enable you to study and learn efficiently – they are an important set of transferable life skills.

In this module we learn academic skills such as reflective writing, essay writing, academic report, note taking, time management, paraphrasing, referencing, etc.

During this module Academic and Employability Skills we learn about 10 different topics. I choose 4, which was most impressive for me and will be helpful for me in personal and professional plan.

In this academic report I will use Gibbs reflective cycle.

One of the most famous cyclical models of reflection leading you through six stages exploring an experience: description, feelings, evaluation, analysis, conclusion and action plan.

Gibbs' Reflective Cycle was developed by Graham Gibbs in 1988 to give structure to learning from experiences. It offers a framework for examining experiences, and given its cyclic nature lends itself particularly well to repeated experiences, allowing you to learn and plan from things that either went well or didn't go well. It covers 6 stages:

1. Description of the experience
2. Feelings and thoughts about the experience

3. Evaluation of the experience, both good and bad
4. Analysis to make sense of the situation
5. Conclusion about what you learned and what you could have done differently
6. Action plan for how you would deal with similar situations in the future, or general changes you might find appropriate.

Ref: Gibbs G (1988). Learning by Doing: A guide to teaching and learning methods. Further Education Unit. Oxford Polytechnic: Oxford.

Time management

“Time management” refers to the way that you organize and plan how long you spend on specific activities . Benefits from time managements is :

- Greater productivity and efficiency
- A better professional reputation
- Less stress
- Increased opportunities for advancement
- Greater opportunities to achieve important life and career goals

My personal experience, as a student and parent ,is that with time management tools I keep my life more organized.In these modern world there is different type of time management tools .For example I use scoro app ,which help me organize my weekly schedule . Time management skills learn me how to priotirizing,scheduling,make to-do list,set dead line,deligation,planning,organize and set my goals.Also Time management has few principles :

-Planning

-Organize

-Do one thing at a time

-Reduce time Wastage

-Delegate

With Time Management I teach My self to Self-Discipline .Self-discipline is the ability to push yourself forward, stay motivated, and take action, regardless of how you're feeling, physically or emotionally. You are showing it when you intentionally choose to pursue something better for yourself, and you do it in spite of factors like distractions, hard work, or unfavorable odds.Self-discipline is useful in many areas of our lives.

Ref: MindTools

CV writing

“A CV is a document aimed at convincing an employer that who you are, your qualifications, work experience and your skills makes it worthwhile for them to offer you either work experience or a chance to move forward in a formal selection process.”

(Morgan, 1997: 339)

A CV is a short, written summary of your skills, achievements and experience. You use it in the first stage of applying for jobs. Employers often ask for a CV instead of an application form. You can do it on paper or online.It’s your first chance to promote yourself to an employer. A good CV will get you to an interview. Use it to apply for advertised jobs, or to introduce yourself to employers you’d like to work for.

In the class we teach a few important detail for CV writing :

The Cv should include

-Personal details :

- your name at the top of your document - no need to add CV or curriculum vitae
- your full address and postcode

- telephone or mobile number - give the number you're most likely to be available on during the working day
- email address - always use a professional sounding email address
- If you have a profile on a professional social media site like [LinkedIn](#), you can add a link to it on your CV.

Personal profile

This is a few short lines that sum up who you are and what you hope to do. Think about the job you want and what the employer is looking for. Make your profile sound like you're the right person for the job.

Your education history

This section can be added after your personal profile when you're early on in your career or if you do not have much work experience. Whatever order you choose, you'll need to give:

- the names of your qualifications
- the school, college or university where you studied
- the dates you attended

If you're older and have had several jobs you might want to change the order and display your work history and skills first.

Your work experience history

Include work placements, volunteering and any paid jobs you've held. You'll need to give details of:

- the employer, with most recent first
- the title of the job
- the dates you worked
- a brief outline of what you did - usually 2 to 3 lines

Use active words to highlight your strengths and skills for example, 'organised', 'created', 'built', 'managed' or 'planned'.

If you've had a lot of jobs, you can use a skills-based CV to group them. This CV is also useful when you have gaps in your work history. Give examples of skills you've developed during the times you were out of work and how you got them. If you're applying for your first job, you can focus on skills you've learned through projects, part-time work, school work experience, internships, placements or volunteering.

Hobbies interests or achievements

Use examples that show you have skills that are relevant to the job. This section is useful if you do not have much work experience.

References:

You can leave out the details of your references at this point. The recruiter will ask for these when you get through to the next stage.

CV tips

Employers get lots of CVs to look at and have to decide quickly who they are going to interview. Here are some tips to make your CV stand out for all the right reasons.

When writing your CV remember:

- research the company and the job before you start
- choose a CV style that fits your situation or one that employers in that type of job prefer
- word-process your CV and use clear lettering like Arial, Times New Roman or Calibri, size 11 or bigger - always use the same style throughout
- use headings, bullet points and spacing to break information up to make it easier to read
- keep it to 2 sides of A4

- be clear and to the point
- match the words you use to the keywords in the job description or advert
- get someone else to read it to double check your spelling and grammar
- save a copy, including a final pdf version for emailing
- always send your CV with a [cover letter](#)

Ref: natinalcareer/gov.uk -article

During the class learning about CV writing I was feeling enthusiastic ,understanding the importance of CV.

CV writing is very important because is the first impression when applying for job. With good CV you can get the dream job.After finnishng this course I'm gonna update my prevoiusly CV with adding new qualitifcations and skills .

Academic writing

Academic writing is very important skill because well structured arguments and information in your writing is the key factor for career development.

We start every class with meaning of academic words .This help me to improve my speech and writing .Academic writing teach me to use more formal language, Avoid colloquial language, Minimize the use of split infinitives,etc.

Academic writing include :

- Sentense structure
- Clause structure
- Paragraph structure
- Academic Essay
- Paraphrasing
- Sumarise it
- Report writing

In my intended carrer as a teaching assistance ,academic writing is gonna be usefull for me .The teachers should write reports ,school tests ,Quastionare,analyzis ,feedbacks ,etc. That's why the teacher must understand the academic writing and use it corectly.

Public Speaking

Public Speaking was the most interesting class for me.Public speaking is gonna be part in my career as a teaching assistant.Its important to me ,because I must to captivate the students attention first and get them respond to me ;to show confidence and well speaking.

I spend some hours making my own research about publich speaking tips .I was impressed by the Mohamed Quahtani – The Magic of Words Video in Youtube. He is the winner of World Champion of Public Speaking 2015.

First thing Qahtani does before speaking a word: he whips out a cigarette and lights up. And the audience is locked in.

He use prop,leave the audience racking their brains, makes them incredibly receptive to what you have to say next.

He make a Provocative questions .They work great too.

Here it is some of the tips that Qahtani use for the perfect presentation:

Speaking of creating questions in your audience... A fantastic and obvious way is to simply ask a question. The more provocative the better.

If your presentation has a more rigid structure, like in a quarterly earnings report, consider asking questions rather than expositing.

He also Create dialogue: get your audience to interact, speak, or move during the presentation. There are lots of ways to do it. The most common is the “Raise your hand if...”. You can combine it with a question that they need to answer, like Qahani does in the video.

Get them moving and responding to you 1-3 times in the first minute. For the rest of the speech they will feel like part of it, invested in your success, rather than like your talk is something being inflicted on them.

In this video Quahtani open people up by bouncing between stories that they can place themselves in.

This presentation Have a big emotional movement at the end and give them a specific action to finish.

There is one important rule in public speaking that make sense of me :

*Perform .The Public Speaking is a Theatre . Whenever you stand in front of people you are a performer. You are an actor, a voice impressionist, a dancer, a bard. The more you embrace the fact that you are performing, the more people will be sucked into what you’re saying. The most simple way is to embody the characters in the stories you tell. Put on a different voice. No description can match the force of live action. Find opportunities to perform a

Highly recommend to share this video to the students.

At week 9 we share our personal presentations .We presenting using camera and microphone .My experience can say that is very difficult to speak to virtually public. My presentation was short and strenght. I was using some personal stories and interesting photos for the slides. The information in the presentation was accessible and comprehensible to the public

I think I’ve capture my colleagues attention ,speaking confidently and even make a humanity act for one of my colleques, which was in difficult situation.

I dare to write some of the mistakes I've seen in my colleagues' presentations:
The biggest mistake I've seen was the wrong university name. Some presentation was very boring or has too much information in it. Some of them was off topic.

For the conclusion about public speaking and presentation I want to say my admiration for our lecturer Mr. Gregory Cowan. Who always makes the classes interesting and comprehensible to us. Not just reading the text from the presentation. He makes all of the students feel a part of the class, he keeps us responding to him and has a patience with us. It takes a big heart to be a good teacher.

I will finish my report with the sentence: I received more than I expected. The knowledge and skills that I received during the module Academic and Employability skills is going to be part of my personal and professional life. I use Gibbs' reflective cycle, because it includes feelings and thoughts and expresses my personal experience during the class.

CLASSROOM NOTES AND ACTIVITIES

Week 1

At the first class in week 1 we all meet each other. In the first part of the class we have introduction, we talk about module description, module contents and assignments. We all introduce ourselves. We have class discussion about "why you choose this course" and "what's gonna be the challenges during this course".

I take part of the class discussion with the answers :

- "I choose this course ,because is related to my future plans.I would like after finishing this course to work like teaching assistant .The challenge for me is gonna be the time organization ."

Also I take part in personal introduction.

Part 1 - Time management

Time management- discription

Time management tools

Time management priciples

Time management videos

Activity 1

- Do I use time efficiently? - Sometimes
- How do I waste time? – Using phone or watching Tv
- What or who distracts me from study? – My family
- Do I need to plan out my time: for the year? The term? The week? The day? Each piece of work? – Yes ,I need to.
- Do I waste time getting started? – No,when i need to do something I do it .
- Do I make the most of spare moments?- Yes
- Do I find time passes and I don't know what has happened?- Maybe ,sometimes.

Activity 2

- Think back over the past two days and make a list of how you spent your time
- Add it up – how much time did you spend on each activity-I spend no more than 1 hour for each activities.
- Review your priorities- Priorities is the class activities and assestments.Personal wellnes and organization.
- Review your use of time- A lot of time spend on family and personal activies,such as playing with kids ,cooking,going outside.

Activity 3

- Now draw up a study timetable for a week
 - Fit your study activities in with your other responsibilities
 - Create efficiency by considering
 - Your body clock
 - Geography
 - Appropriate multi-tasking
 - Appropriate delegating
 - Life hacks
- Compare with your partner !!! Done on Scoro app (Shared in my presentation)

Part 2

1.Skills- intro,definition, Skills for effective learning, Types of skills.

2. Personal developmen plan –Personal skills + personal growth

To receive new skills like academic writing and public speaking,to improve my english language(based to my problem).To set my future goals like having higher education certificate and find better job like teaching assistant.

3. Swot Analazys:

Strenghts: Creative,Initiative,Natural leader,never give up,Easy pick up new skills

Weakness:No experience in health and social care,not taking any risks,English language problem

Oportunity : Better job,qualitification,personal development

Treats :Balancing work and family,more qualified competitors,limited job space in my area

4.Reflection

Week 2

Academic Writing

1.Clause Structure

Activity:

Yesterday, the Queen visited Australia for the fifth time.

Analyse this sentence into its component parts.

- Yesterday – The adverbial , because tell us when
- The Queen – Subject,because this is the person performing the action
- Visited – Verb ,because this describe the action
- Australia – Object , because this receiving the action described by the verb
- Fifth time – Adverbial,because give me info how many time

2.Sentence Structure

Four sentence types :

- Simple
- Compound
- Complex
- Complex-compound

Activity: Now study the following text and identify

the four types of sentence, and the four types of sentence problem.

Text:

(1) Sentences are the fundamental building blocks of a text. (2) Because sentences are important. (3) Although sentences in academic writing may be quite long, you do not necessarily need to imitate this. (4) Longer and more fully-formed sentences may be a goal, for they represent a more mature form of writing. (5) In addition, the issue of sentence variety is important but it is often not noticed by students or taught in classes and this is an error but one which is common and found throughout the world. (6) Sentence variety, which is absent from many student essays, can be achieved in a number of different ways and is an important aspect of academic writing. (7) It is often ignored. (8) One of these ways is to ensure that you use lots of different types of sentences another way is to use a range of different language.

Answer:

Type of sentence:

Simple 1 – has 1 independent clause

Compound 4 – has 2 independent clauses

Complex 3 – includes subordinate clause

Complex-compound 6 – mixes compound and complex **Sentence problems**

Short sentence 7 – not usually advisable

Overlong sentence 5 – unnecessarily complicated

Run-on sentence 8 – ungrammatical

Sentence fragment 2 – ungrammatical

3.Paragraph Structure

Discription and Analyze (both discussed in group)

4. Academic Essay

Definition (discussed in group)

Process

Rules

Week 3

1.Note Taking

Activity:

Practice in group :

- Take notes on the source material provided –
Notes:Military-self-control,discipline,etc.Armed forced carried out by military operations of the armed forces.

2. Reflective Writing

Activity:

- Think about a topic from this module and write a short reflection

I think the topic Reflective writing is gonna be helpfull for me ,because Reflective writing can **help you to develop academic skills, better understand a topic you are studying**, and enable you to review your progress at university. You may need to do some reflective writing as part of an assignment for your course.

Week 4

1.Academic Writing-Paraphrasing

Avtivity :

- A)The progress of the auto machines equal the growth of latest capitalism.
- B)It stars in France and Germany,but go in the US .
- C) There Hemry Ford changed the moving product line from the Chicago Meat industry to mechanism manufacturing,hence inventing mass production.

2.Summarising

Activity:

Summarise the following sentences. Decide what the main idea of the sentence is before you start writing. This will help you to stay focused.

1. University professors, who have often worked in the same institution for years and years, are experts in their field of interest and study and will probably have written many books.

-The main idea is about profesionalism of the university profesors and their succeed.

2. The formal testing of knowledge which takes place annually is a cause of great stress and concern for most students.

-The main idea is about testing of knowledge and the result of it.

Week 5

Referencing

- **Activity 1:**

Using the University's Referencing Guide, find out the answers to the following questions.

Answer: Smith(2008),Jones (2006)

Week 6 Report Writing

Week 7 Presentation,Public Speaking and Employability

Week 8 CV writing

1.Individual tasks :

- **KNOWLEDGE:** Secondary School: English Class in Bulgaria

High school certificate : Certificate of Higher Education on Skills for the workplace Health and social care

Beauty therapist basic level (use only when applying for job in beauty services sector)

- **SKILLS:** Good time management, Good communication skills, Self-motivation,Being flexible.

- **ATTRIBUTES-**Warm,Friendly,Loyal

- **OTHER THINGS-** Love to care for people,especially for kids .

2.Individual personal statement-I'm confident and well organized person with good communication skills.Strong and ambition person with experience in diffenent job sectors.Natural leader,being part of political team .

Posivites and negatives

Week 9

Individual presentation

Good presentations are **memorable**. They contain graphics, images, and facts in such a way that they're easy to remember. A week later, the audience can remember much of what you said. Great presentations are motivating. In the next slides I've put my personal presentation.

The references used in my presentation is MindTools Team – article

Individual Presentation

Based on my intended career,I prepare a PowerPoint presentation of 7 slides.I analyse my academic and employability skills. I use the tools I've learned in class (e.g. SWOT analysis, time management tools, PDP) and apply them to my own situation. I write about the beginning of this module and the most impressive topics for me. Also I use academic honesty , writing about my personal challenge during this class.

University of Wales
Trinity of Saint David
London

Academic and Employability Skills
BM SW 4001

PRESENTATION

Student : Aleksandra Batinkova(2026174)



About me :



My name is Aleksandra. I'm 27 years old.

I'm originally from Bulgaria. I live in London, United Kingdom from 5 years.

My previous education is English classes and Beauty therapist basic level.

My previous job is in hospitality and beauty industry. I am married and I

have two kids. My hobbies are photography and hiking. At this moment

I'm full time student at University of Wales in London.

The Beginning :

The module Academic and Employability skills start on a 17th July with lecture Mr. Gregory Cowan. This was the first time we met each other -virtually. At the first class we all introduce our-selves. My first impression when I started this module was very positive. The first lesson Time management was very interesting for me.

I will be honest and I will say that I was feeling a bit scared and confused about some technical issues and not understanding words.

After every class I was feeling myself more and more confident, because I learn a lot of new academic words. That's how we start every class / meaning of academic words/

I improve my academic writing and update my CV. Also started to use time management tools / Scoro app/ Now I can say that I know where am I going. I have a clear vision of what I want and I need.



Intended career:

I would like after finishing this course to start working as a teaching assistant in nursery or school .

Future Plans :

I choose this course, because is related to my future plans. I wish to continued my study with another management course .

Career Objectives:

With these two qualifications and experience as a teaching assistant I have plans to achieve a leader position in nursery or school.

Dreams :

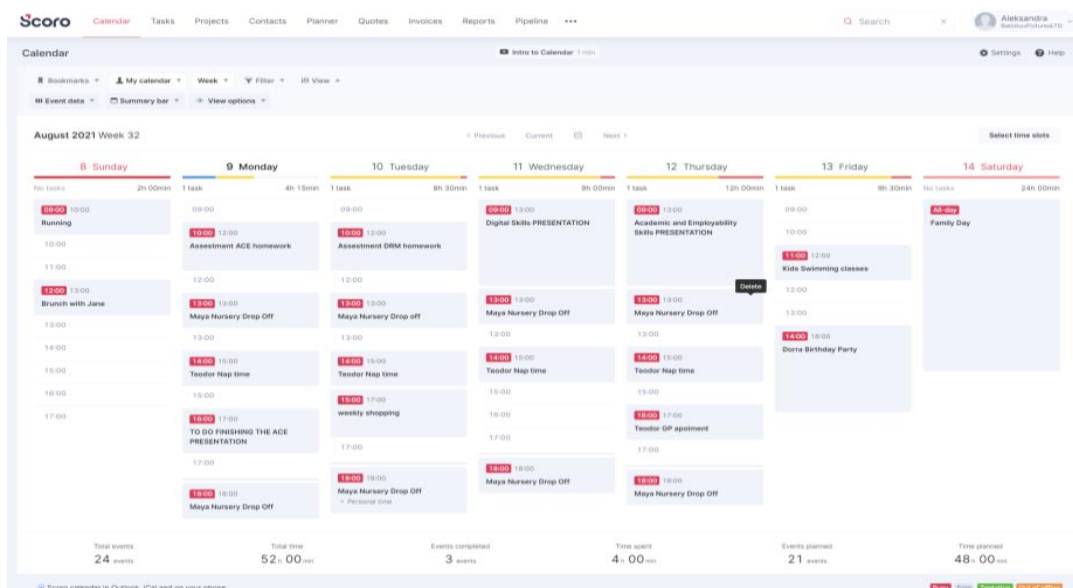
My dream is someday to have my own private children centre.

Personal challenge

My personal challenge during this class was the **TIME**

The Time – our biggest enemy. My study time was limited , because I'm parent and I need to looking after my two kids and in the same time to be student . That was the biggest challenge for me .

We have no control over time, but we have control over ourselves. We can make a choice how to use our time . After learning about time management I made my own schedule. And then the time became my biggest friend not my biggest enemy .I become more productivity in personal and professional aspect.



Most impressive:

1. Time management , because “ Time management” refers to the way that you organize and plan how long you spend on specific activities . Benefits from time managements is :

- Greater productivity and efficiency
 - A better professional reputation
 - Less stress
- Increased opportunities for advancement
- Greater opportunities to achieve important life and career goals

2. CV writing , because CV is the first impression when applying for job. With good CV you can get the dream job.

3. Academic writing is very important skill because well structured arguments and information in your writing is the key factor for career development.

4. Public speaking is gonna be very helpful for me in my career as a teaching assistant ,because I must to captivate the students attention first and get them respond to me ;to show confidence and well speaking.

SWOT ANALYSIS



Swot Analysis – understanding yourself ,who you are and what you want !