

Ace Practical Portfolio
Academic and employability skills
Skills for the workplace
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Acknowledgement

This report is targeted at students and up for year group 16+, this is because it can help students acquire confidence and competences as effective employees by teaching them a variety of employability skills. This report can help students to take responsibility for their own action, for example putting social life and educational life together and having time for both not only one.

Abstract

The aim for this report is going to be discussing four topics which are going to be time management, summarising and referencing the last topic is going to be about my own personal reflection on the past presentation I did. This for topics are going to show how useful they are to me as they can also help someone else to and also how I understand this tree topics.

Methodology

For this report to be done I had to collect data and information to complete the report , the method I used is research such as websites on the internet and that is how I collected my data by reading books articles website pages to collect dater so that I can put information in this report so that students understand , the method I use in this woke would also be found in the reference list so that is people would like to read something more from the websites I use they would be more than welcome to .

Introduction

Hi there, my name is Melisa I am currently studying in a program called skills for the workplace at a university. This is going to be a report about my reflecting on what I have learn in this module we will discuss four topics in this report that I have learnt from and that have been useful for me as a student in university. The four topics are going to be time management, summarising, referencing and last of all the topic is going to be about my personal reflection on the Power Point that I have already produced for this module. I would also have to pick one model that I would link all the topics to, and the model is a restaurant, all topics would sow a reflection on how they are successful in their own way. Hope this would help you to understand the topics and that you would take them and use in your life because some topics are going to be useful for you.

Topic one – time management

The first topic is going to be time management, as not all of you might not know what time management it is a skill where everyone needs in their life. time management “allows individuals to assign specific time slots to activities per their importance” this is a skill everyone need because time in minimised for everyone needs time for them self’s but also people have to work and do important things for them self as an individual, so time management is the key for everyone. Time management can be tracked by time management tools for example calendar, to do list, phone, alarm, diary and many more. These tools help you track your time and what you must do for that day especially the importance this for me time management is really essential to me now that I am a university student with so many things to do as a person. It helps me monitor time for university and things I need to do for my own benefits. For example, the time management tool I use is my phone rings if I need to do something and a to do list for the day, it helps me bye alerting me and then I can see if I have time to socialise with family and friend or if I have time to rent for a minute. The advantages in time management are that you have everything organised, you have less problems you don’t waste time but then also in time management there is some disadvantages for example

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being very busy, putting on too much weight on yourself and the main thing is cannot manage distraction this are the disadvantages in time management.

Topic two – summarising

What is summarising? Are you asking yourself, summarising is “a process of automatically condensing and rewriting a large chunk of text to create a small, crisp summary?” So, for example summarising is taking the main key information of something and but putting it in shorter explanation. This tool has helped me as a student because if you cannot summarise than it would be hard for you as a student to be able to take down notes so that you have information to do a presentation for example or a report. Especially in university where there is no time to mess around this helps me because I can be able to take thing down on my paper and also herring what the teacher is going to say next instead of writhing a long paragraph and missing what the teacher said so if I just summarise it into a smaller sentence say for example the sentence would have 3 to 6 words in it or less but it still means the same thing that is better. The advantage of summarising is that you can put into words that you will understand and won't forget but then on the other had the disadvantages are when your summaries not always this can happen, but you miss understand something the way it's meant to mean.

Topic three – referencing

Referencing? What can that be? do you have any clue? Well let's see referencing is “if f you use someone else's work, you must acknowledge your original source or sources. Referencing means acknowledging your source “ so for example what this means is that if you are using someone else's work and you take the information then you need to reference in your work the author that you have taken the words or paragraph from the date it was publish and the date that you have used it in your work. This has had a big impact on me because when I started university, I did not know how to reference, and I did not know how importance this is and how much you have to have it in your work. Know that I have realized this my work looks more professional as it used to and now, I am starting to feel good about me woke because if you do not reference that technically you are stilling someone else's work this is really bad for a person that want to become something more in life. The

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advantages of referencing is that is always others to identify the sources that you have used in your work it also helps your work to not be classified as plagiarism to show other that you have your ideas but also have some ideas from other people, for example like I just take some of the advantages from a page and not I am going to reference it in the reference list. The disadvantage on referencing is that they have to be done the right way step by step the author named has to be correct because it can be difficult to identify the sources.

Topic four – public speaking

Public speaking is “The process of speaking to a few or many people with the purpose of informing, motivating, persuading, educating, or entertaining the listeners “. So, this means standing in front of people and speaking out loud. This had had the biggest impact on me because I am a shy person in general and not comfortable of speaking out loud to a crowd of people this is my biggest threat as a person speaking out loud, but when I did my presentation about my care in the future and the swot analysis I need, how time management is needed I was very stressed and that and reflected in my presentation because if I was not stressed then maybe I would have talked a bit faster than I did and I wouldn't take as many break as I did next time I am going to be more calm and then the work I produce would reflected better because I would be calm. So, what I have learnt from public speaking is that you have to be calm, and everything would go the right way you want it to and that you have to be ready your body language has to be on point facial expression are the main for example if you show your classmates that you don't care about your own presentation then your classmates would not even look at you or concentrate that is what facial expression has to be and body language. I have also learned from this presentation that you should always have little note that you want to talk about so that you don't read off the power point s it would show your group that you don't really understand what you are talking about. It's been a fantastic journey since I have learnt how to communicate in public the right way even though my first presentation was not that great it gave me a better understanding of what I as a person should do better next time if I am doing a presentation.

Recommendation

If you haven't read my whole report in this part, you would get a summary of the important thing that were said in the above topics. For example

1. Time management main things
 - Time management tools (calendar phone app, alarm)
 - Time management tools keep you organised
 - Help you do your thing and not forget them
 - Get your things done faster
2. Summarising main things
 - Good to keep track of the lesson
 - Its good because you can put in your own words
 - Faster to understand
 - Safe's time
3. Referencing main things
 - Helps people understand where you have the sources from
 - Helps people if they want to read more
 - Work won't be classified as plagiarism
4. Public speaking main things
 - Good body language
 - Facial expression has to be on point
 - Being confident in yourself (good self-esteem)
 - You have to take loud

These built points summarise the things in the whole report.

Conclusion

In conclusion this report has four topics that were talked about, and they are time management, summarising, referencing, public speaking. These four skills are talked about what they are, how they have helped me, the advantages/disadvantages in them, and how they can help you in your life. These four topics are skills I need to improve in, as some of them are the ones I have had but need a tiny bit of improving. Like I have said in my introduction, this report is mainly for four people that are over age of 16 and up to help them overcome their skills and things they need to do better. Now they can use it in their own work and how they can apply it to themselves. Hope that you can apply it to yourself by reading my report and understanding better the main facts about the four topics but not only that. In this report, as you can see, I have the message that I have used, and further down you will see the referencing and if you would like to read any more about the topics you can go onto the referencing, pick a link, and you can go to the page I will take you on; you're able to read more about the topics.

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