

Report

Programme: CertHE Skills for the Workplace

Module: Academic And Employability Skills

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My name is Greta, I'm 21 years old and I'm from Albania. I was very confused when I applied for the university. Living in UK for 1 year of course my English is not perfect but everyday I'm learning new words. When I received email that I passed the exam to go to university, I was very excited. Now I have liability to learn to much and to fix my future plan in UK.

I had no idea how university could be here actually in pandemic situation. I didn't work in PowerPoint and the first time is it here. To be honest the platform online in the beginning scared me. Always I was thinking if I can understand everything in the lesson because of my language, how teachers can be how people react when I don't know how to explain myself. The day to start lesson came and I was very determined to myself to give my best. The first date of lesson started very good, we all spoke for our plans what we want to do in the future what business we like to open. And the best thing is the motivation of our teacher to be focus in what we want to do and everything is possible. In the first week the topic was time management. I have saw many article how to manage time but this lesson was very useful. In this session I learned which activities take time, using time effectively, daily time management etc. The interesting thing that I have learned is the natural body clock which is one graphic that shows the time when our mind is more fresh and we can learn more. To don't force myself against my natural instincts is the new thing that I learn in the topic for these week. In class we discussed how we waste time and the thing that I notice is that most of us waste time in the phone. For managing time perfectly we discussed to make first things that are more important to do after the things that are less. In week 2 the topic was academic writing such as academic essay-sentence structure, paragraph structure, vocabulary and linking words. Being part of the group in the class and working together is the best thing that I'm happy for. We help and learn from each other. Our teacher sent as exercise and we all have to work in specific group to solve them. In these session I learned how can be a sentence form like: simple, short, compound,

Complex, overlong, fragment, run-on sentence. These things is all new for me. That week was stressful because many things looks like similar but it is not. Doing many exercise in the group for now is easy from me to find which structure is in any sentence. In week 3 I was more comfortable with myself. Learning reflective models is so attractive because I have learned how to write something in progress. The PPT slides and videos that I have seen were very helpful. For me these topic is my favorite. I know how to write self-reflective. To write which is our favorite module. To write what difficulties we find in module, what we already knows and what is new for us. A self-reflective should demonstrate to reflect in own progress and personal development, the understanding of key issues in academic study, to analyse problems related in academic study, the structure and vocabulary are things that I learned about learner's journal. For more understanding in class we discussed many examples and practice.

In consultation I'm very happy that I have learned many things in the short time. This course make me more confident and to feel free to ask anything if I don't really know. All that I know in these modules it always needed me in the future plans. I know basic things that I think is so important to get ready

to start everything in the correct time. To be organised about the time and to use time effectively, to allocating time to study is for everybody plans to do something. These session had finished and for now im waiting to start another session and to learn more things.