

ACADEMIC AND EMPLOYABILITY SKILLS

REPORT

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Module code: BMSW4001

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INTRODUCTION

This report will be based on academic and occupational competencies and how these are associated with competencies. I will analyze and discuss three topics such as time management and study organization, synthesis and academic writing. Reflection is also used in this report, it will help to explore, analyze and sort what happened from different points.

Topics include the importance of knowledge and how it is useful for any independent person, whether they are a student or not. These skills challenge me personally and will certainly be useful for my future path.

There is a personal reflection on my Powerpoint presentation which demonstrates the knowledge I have learned and how I need to develop more for better understanding and management.

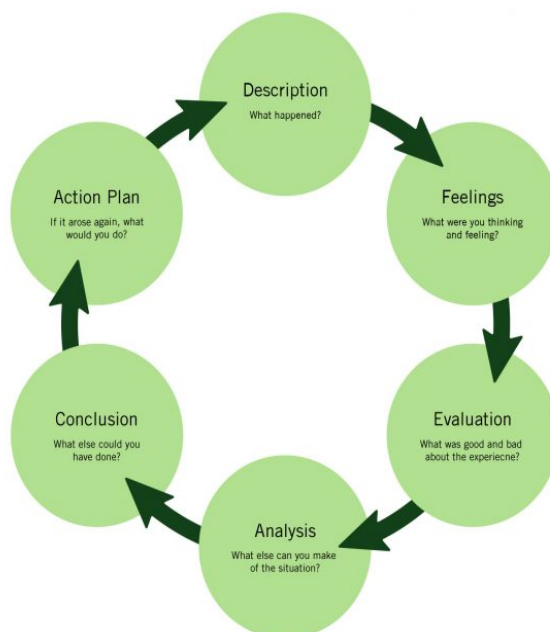
Also included in my report is Gibb's (1988) cycle of reflections which helps me develop my reflections on the topics and structure them.

GIBB'S REFLECTION CYCLE

Gibb's reflection cycle, created by Graham Gibbs in 1998, is a structure that provide and help by 6 stages to think distinctly and efficient about different experience.

The 6 stages are:

1. DESCRIPTION: brief of the experience;
2. FEELINGS: how you felt before and after the experience;
3. EVALUATION: the positive and negative aspects;
4. ANALYSIS: how you contribute to the success of the experience;
5. CONCLUSION: focus on what you learned;
6. ACTION PLAN: specific action that you can build to do better.



TIME MANAGEMENT/ORGANIZING STUDY

Time management is a process that helps to plan and have control of our tasks and make sure to have adequate time to complete our proposal.

The organization as well is important because relieve a significant understand and organize, how you stabilize the order of the act that you need to complete and have the schedule to follow it. Overall, there is more in control, making sure you choose the best way to use your time.

And by feeling happier, more relaxed and more able to think, you are in a great place.

Some strategies can be useful for our time management:

1. Be intentional: have a to-do list;
2. Be prioritized: sort our mission;
3. Be focused: handle stress and interruption;
4. Be structured: time to your work;
5. Be self-aware: path your time

REFLECTION ON TIME MANAGEMENT/ORGANIZING STUDY

From my experience I can say that time has not always been on my side, unfortunately, I have not always been on time working on what to do, there has been enough confusion to find the necessary time and organize myself. In some moments I felt I could not make it that I would not be able to finish the job, there were positive sides that is that despite the difficulties, the short time I always achieved good results while the negative sides are that I had a lot of stress, fear, however, thanks to all this I was able to draw results.

These skills helped me a lot because they made me realize that before starting any work you need to have a study method, a to-do list and clear ideas to complete the task.

Having everything organized is also useful for completing our work with confidence and motivation.

SUMMERISING

Summarising is considered a technique used to synthesize a text starting from the keywords and collecting information or data and summarizing it in a summary.

This ability helps students to exercise their mental ability and thus have success.

Used correctly, summarizing and paraphrasing can save time, increase understanding, and give your work authority and credibility.

There are some strategies to how structure a summarising such as:

1. Read carefully the text and understand it and have a general impression of the content;
2. Improve your understanding of the text by reading it more carefully. Check that your initial interpretation of the content was correct;
3. Take notes, use bulleted lists, and present each bullet with a keyword. Make sure your notes are concise, neat, and include only the points that matter;
4. With the notes taken you begin to structure the short sentence by taking important words;
5. The summary should be short but informative. Make sure that you have expressed all the most necessary points in your own words.

REFLECTION ON MY SUMMARISING

A few weeks ago, my group and I gave a presentation where we had to choose an organization and talk about it.

The task was to talk about a topic that we had chosen having only 5 minutes available, after much research, collection of information I had to summarize by taking only the basics.

I felt agitated because there was so much information, different ideas and it was only necessary to extract the most important things.

This job has helped me a lot because it helps you in different aspects, like when you have to talk and want to tell or explain important things with shorter feelings.

Importance of this skill I think is very important for student learning and facilitates teaching.

ACADEMIC WRITING

Academic writing is a formal and rather impersonal mode of writing intended for an academic audience. It tends to depend heavily on research, hard evidence, the opinions of educated researchers and scholars. Academic essays, research articles, dissertations, etc. The most common purposes in academic writing are to persuade, analyze/synthesize, and inform.

Some points can help us in the structure:

1. Formal and unbiased;
2. Clear and precise;
3. Focused and well structured;
4. Well sourced;
5. Correct and consistent.

There are as well different type of academic writing such as:

- **Descriptive:** The most uncomplicated type of writing is descriptive. It intends to provide facts or information. An example would be a newspaper summary. The types of instructions for a purely descriptive task include: "identify", "report", "record", "summarize" and "define";
- **Analytical:** Most academic writings are also analytical. requires you to reorganize the facts and information you describe into categories, groups, parts, etc. The types of instructions for an analytic task include: "analyze", "compare", "counter", "link" and "examine".
- **Persuasive:** Persuasive writing has all the characteristics of analytic writing but with the addition of one's point of opinion. Viewpoints in academic writing can include an argument, a proposal, an interpretation of the results, or an evaluation of the assignment of others. The types of instructions for a persuasive task include: "argue", "evaluate", "argue" and "take a stand".
- **Critical:** Critical writing requires that you consider at least two points of view, including your own but has all the same other procedures. The types of critical writing instructions include: "criticize", "debate", "disagree", and "evaluate".

REFLECTION ON MY ACADEMIC WRITING

When I started this course, I was having a lot of difficulty regarding this knowledge. It has not always been easy to learn everything immediately and understand the procedure of a task without making it confusing, but by listening and taking notes, practising, exchanging ideas with other people, I realized that this skill was one of the most important because it helps you to understand the development and the structure of what you want to convey. This skill has helped me a lot to advance in my student career but also for the future that I would like from here on out.

PUBLIC SPEAKING

is an exposition that is given live in front of an audience. Public talks can cover an expansive variety of different topics. The purpose of the lecture can be to educate or inform listeners.

Some advantages of public speaking include:

1. Improves confidence
2. Better research skills
3. Stronger reasoned skills

An important skill is the ability to win over people. In and out of the workplace, the power of persuasion can take anyone far. It is essential to be informed about the topic you are presenting, being ready to respond and to speak with balance, doing so will convince the person we are handling to want to know more.

Knowledge of public speaking allows you to connect with the public and earn their trust. The ability to inform is one of the most important aspects of public speaking. From presenting research papers and PowerPoint presentations at school to presenting ideas, informative public speaking is a critical component of a successful career in all fields of work. Once you have their attention, a good informative speech that shares your knowledge of a topic with an audience improves their understanding and causes them to remember your words long after you're done.

Public speaking improves these skills and, therefore, makes you a more worthy candidate to rise and succeed in your chosen field.

REFLECTION ON INDIVIDUAL PRESENTATION

My personal growth after this job was something I needed to improve my academic skills and as a learning method. I improved how to organize my time, how to speak, how to formally write, synthesize, paraphrase and analyze to move forward.

Putting into practice the ability to be able to give a personal reflection was stimulating, being able to give your idea.

All these skills have made me grow and have also given me a curiosity about how each of them has a fundamental role, which will help me in my school career and also for my future path.

CONCLUSION

Academic skills and employability have been a very useful topic for me, it made me understand a lot about developing a task, as well as Gibb's reflection made it easier for me to carry out my reflections by following the six steps. Analyzing, searching for information, I think were the two most used skills in this report because they were the basis of the research.

As for the reflections, they made me implement the knowledge to argue my opinion and be able to compare myself, I think it is very important and very educational in terms of learning but also as a skill in everyday life, to express oneself.

I still have to improve many skills, do more research, write more by hand, read books to learn more vocabulary and grammar but thanks to this module I have understood the essentiality and importance that it is never too late to learn.

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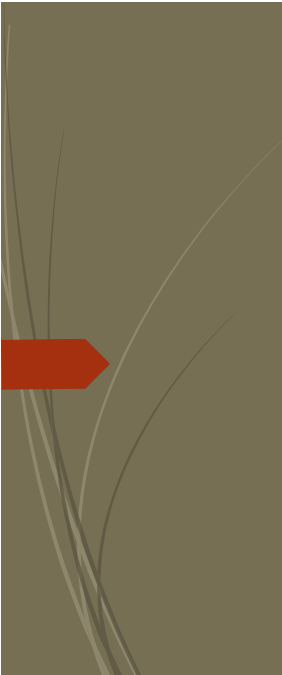
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APPENDIX



INTERPRETER
Academic & employability skills

- Student name: Doha Laghlami
- ID number: 2113998
- University of Wales, Trinity Sant David
- BMSW4001
- LECTURE: Soban Sadiq



SKILLS

-  Culture knowledge
-  Research
-  Time management
-  Academic writing
-  Communication

The academic & employability skills can help me to improve my ability!

INTERPRETER

COMMUNICATION

PROFESSIONALITY

GOOD
RELATIONSHIP

SWOT ANALYSIS

STRENGTHS:
KNOWLEDGE LANGUAGE, EDUCATION AND NEW HABILITIES

OPPORTUNITIES:
LEARN, FINANCIAL STABILITY

WEAKNESS:
LAZY PEOPLE, PATIENCE

THREATS:
COMPETITION, OBSOLESCENCE

PERSONAL DEVELOPMENT PLAN

MY GOALS?	WHICH GOALS NEED TO HAPPENED FIRST	WHEN DO I WANT TO ACHIEVE THIS?	WHAT OBSTACLES MIGHT GET IN MY WAY?	HOW CAN I IMPROVE MY CHANCES OF MEETING MY GOAL?	WHERE CAN I GO FOR SUPPORT?
• Finish my studies and start my carrer	• Improve my english and writing skills	• This year	• Time • No focus	• Work hard • Mitigate my distraction • Eliminate bad habits	• My teacher • Internet • Book

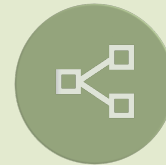
CONCLUSION



BELIEVE IN MYSELF



GOOD ATTITUDE



CONFIDENCE

In conclusion i want to say that these years will help me get to the height of this role and represent it properly!



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