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Academic and Employability Skills
(LCHS4001)

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INDIVIDUAL REPORT

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INTRODUCTION

In this academic report I will reflect my learning in this module, discussing four topics of my work, three of those topics were chosen by me, which are:

- Time management
- Referencing
- Summarising

and last topic choose from my lecture that is about my individual presentation where I was explain the idea about my intended career which is be a psychologist. I will show how I understand these topics, my knowledge before and after studying this topic and how difficult and helpful been for me.

It's the first time for me that I need to write an academic report and I'm happy to write this report. I feel that this a challenge for my future, I've used the Moodle from the University of Wales Trinity Saint David to create my report, that help me a lot to take all the important instructions to write my report following a specific requirement to give the right structure to my academic report.

TIME MANAGEMENT

The first topic discussed in class was the time management, I had already knowledge about time management because of my current job I been schedule the rota for the shop, so planning weekly for me and for others four members of the staff. I've always thought to have a good organization to save my time but after I study this topic, I think I managed to balance my time. I really enjoy studying this topic and was really easy to understand it also because I had the possibility to review how I was spending my time and also because we create our personal timetable for a week and that give me the opportunity to:

- Use the time effectively
- Allocate time to study, work, family, eating and recreation
- Don't waste time anymore

It's crucial to be able to manage your time well. An increase in efficiency and productivity is a result of effective time management, some goal that can be achieved are:

Stress relief

Anxiety is decreased by creating and adhering to a task schedule. You can see that you are making real progress as you cross things off of your "to-do" list. By doing this, you can prevent worrying about whether you're accomplishing your goals from making you feel worried.

More time

You have more time to use for daily activities when you have good time management. Effective time managers appreciate the extra time they have for hobbies or other pursuits of their own.

More opportunities

A good time management strategy produces more opportunities and less time spent on pointless activities. Employers place a high value on having strong time management abilities. Any business would greatly benefit from having the capacity to schedule and prioritise work.

Another important object is setting goals that are achievable and measurable. Using the SMART goal which is

S	SPECIF
M	MEASURABLE
A	ACHIEVABLE
R	REALISTIC
T	TIME-RELATED

My personal experience while I was studying this topic is really positive because after I start managing my week I start to feel more in control and in confidence with my personal time. Really important as well is follow our natural body clock, the natural instincts is also necessary

(Mind tools, 2022)

(Corporate finance institute, 2022)

REFERENCING

Another interesting topic that we discussed in class was referencing. This topic for me was completely new, I've never heard that I have to reference everything that does not come from me. My knowledge about referencing a website or a book before study this topic with my lecture was really poor and I really enjoy discuss this topic.

The thoughts and experience of one author are not the only sources used in academic writing. Other sources, such as books, journal articles and websites, are also used for inspiration and research. These other sources may be used to support the author's ideas, or the author may be discussing, analysing, or critiquing other sources.

When concepts from other sources have been utilised in an assignment, the reader is informed through referencing. Correct source citation is crucial for a variety of reasons, including:

- It demonstrates to the reader your ability to locate and incorporate information into a solid argument.
- It gives due credit to those who came up with the concepts, hypotheses, and research findings.

Some key information to provide a full reference are:

- Author's surname and initials
- Year of publication
- Title of book, paper or article
- Place of publication
- Publisher
- Images (graph, tables, video, multimedia etc)

But some of them can change depending on the type of the source. Another important step to follow is to reference just the sources cited in the essay or report like in this case.

This is an example of reference of the source of this report from a website:

What is referencing? (2020) University of New Zealand [Online] Available at: <https://owl.massey.ac.nz/referencing/what-is-referencing.php> [Accessed on 8 August 2022]

My personal experience while I was studying this topic is really positive. Referencing a website or a book is a important skills to have specially for someone who will approach to write essay and report. The library UWTSD service been also very helpful as well as the meeting with Megan what was showing us the right to find a credible source.

(University of New Zealand, 2010)
(University of Kent, 2012)

SUMMARISING

The third topic that intrigued and interested me to study is about summarising which is part of the academic writing. This topic as much as referencing was completely new for me to study. I've never been able to summarise because I had no knowledge in academic writing, so I was very happy to study this topic. Initially, it wasn't simple, but I was really curious and I find it to be really interesting.

Simply choosing the most crucial details from a book to include in a summary is summarising. We frequently have to summarise a section of a book or journal article while writing for academic purposes. It is one of three methods for incorporating another author's work into your own. Just one or two phrases can serve as a summary, explaining the article's key points or contrasting it with another content. During my study of this topic it was essential for me to follow these fundamental steps for writing a summary.

SKIM:

Pay close attention to any headings or subheadings while skimming the text.



HIGHLIGHT

Underline or highlight key passages as you reread the text with greater attention. To comprehend the major concepts, look up any unfamiliar words.



NOTE-TAKING

Make a note of the important ideas and arguments that support them (not supporting examples or details). To paraphrase and prevent plagiarism, keep in mind to use your own language.



WRITING

Using your notes, draught the summary. Just make sure you don't add anything that wasn't in the original (e.g. your own comments).



CHECKING

Make sure you have covered all the key areas by reviewing the summary. Make sure the source is cited in your essay or report.

After I been following this steps that are essential, write a summary was considerably simpler.

This is an example of a summary of a website article

BEFORE

There are two ways to become wealthy: to create wealth or to take wealth away from others. The former adds to society. The latter typically subtracts from it, for in the process of taking it away, wealth gets destroyed. A monopolist who overcharges for his product takes away money from those whom he is overcharging and at the same time destroys value. To get his monopoly price, he has to restrict production." Stiglitz, J.E. (2013).

**AFTER**

Stiglitz (2013) suggests that creating wealth adds value to society, but that taking away the wealth of others detracts from it. He uses the example of a monopolist who overcharges for his product resulting in loss of wealth for the customer, but also loss of value as the monopolist has to restrict production in order to charge the higher price.

My personal experience while I was studying this topic is really positive. Understanding how to summarise a large unit of texts is a important skills to have specially in my future. The lesson also with my lecture Peter Allen were also very helpful.

(Eap Foundation, 2000)

INDIVIDUAL PRESENTATION

The fourth and final topic that I will follow is about my individual presentation. This assignment was my favourite to follow because was about myself, I had the possibility to talk to the lecture and to all my colleagues about which one is the idea about my intended career and has also been really helpful for me to choose what I'm looking for.

When I start writing about the idea of my intended career or when I apply for this course my plan was to be a Dietitian, but after I start to work on my individual presentation, when I start to understand which type of skills I have already and the skills what I need to develop I decide what the job I will want to do in my future is to be a psychologist, which is not a second choice. The following slides are from my individual presentation



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**ACADEMIC AND
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CONTENTS

- WHAT IS YOUR INTENDED CAREER?
- DEFINITION OF PSYCHOLOGIST
- RESPONSIBILITY OF A PSYCHOLOGIST
- POSSESSING SKILLS
- SKILLS TO DEVOLPE



VectorStock (Vector stock, 2022)

PSYCHOLOGIST



(Everyday Health, 2022)



(Stat, 2021)

DEFINITION OF PSYCHOLOGIST

- A psychologist study and help treat people's cognitive, emotional and behaviour.
- Psychologist work in community health centre, prisons or rehabilitation centre.
- Psychologists are not medical doctors

Psychologist help people living with specific health conditions, like:

- Anxiety
- Depression
- Neurological or Eating disorders
- Personal and family relationship problems



(Stat, 2021)

(Web md, 2021)

RESPONSIBILITY OF A PSYCHOLOGIST

- Assess clients' needs, using different methods, like psychometric tests, interviews
- Offer therapy and treatments for issues with mental health conditions
- Plan, monitor treatment, in collaboration with colleagues
- Evaluate the efficacy of treatments
- Develop service provision for clients
- Provide clinical supervision to less experienced psychologists



(The blue diamond gallery, n.d.)

(Prospects, 2021)

POSSESSING SKILLS



LISTENING



PATIENCE



PROBLEM-SOLVING

(Florida national university, 2020)

SKILLS TO DEVELOPE



COMPASSION



EMOTIONAL
STABILITY



COMMITMENT TO
LEARNING



COMMUNICATION

(Florida national university, 2020)



(My perfect resume, 2022)

A psychologist is a trained mental health that help people to handle mental challenges

Psychologist help people with depression, anxiety or personal problems

Psychologist have many responsibility. Main important is program therapy using interviews

My skills is possessing are listening, patience and problem-solving

Skills what I need to improve are compassion, emotional stability, commitment to learning

Skills what I need to improve are compassion, emotional stability, commitment to learning and communication



(TPP, 2021)

Brenna, D. (2021) What is a Psychologist [Online] Available at <https://www.webmd.com/a-to-z-guides/what-is-psychologist> [Accessed on 25 July 2022]

AGCAS (2021) Prospects [Online] Available at : <https://www.prospects.ac.uk/job-profiles/clinical-psychologist> [Accessed on 26 July 2022]

Florida National University (2020) Top 10 skills every psychologist needs [Online] Available at <https://www.fnu.edu/top-10-skills-every-psychologist-needs/> [Accessed on 1 August 2022]

Write a presentation is not easy specially if is your first time as in my case. For me personal experience was necessary follow this step:

1. **OPENING**: I used the opening to catch the interest and attention of the lecture and my colleague, briefly summarizing the topic and not improvise at the last moment
2. **TELLING A STORY**: Depend of the topic, I used the information to communicate telling my story
3. **BODY LANGUAGE**: Body language is necessary when you are presenting, I keep my eyes to the audience using natural gestures and never turn your back to the audience
4. **WELL SPEAKING**: Before the body language, the audience will be very careful to how we are speaking, in my personal experience I've try to speak clearly and distinctly, talk in a natural way and don't read the slides.
5. **QUESTIONS**: After explaining all my topic, at the end of the presentation leave time for questions to help the audience to understand
6. **USE IMAGES**: The picture can tell thousand words to understand the topic. I used clear pictures to illustrate or support what I was saying.
7. **PRACTICE**: It's not the same as performing in front of a group but practising in front of a mirror made me feel more sure of myself. Starting the presentation practise with small, friendly audiences and talk about a subject that I was completely familiar with in order to subsequently practise with larger audiences and trickier topics.

I was the first experience for me writing a individual presentation and I'm really proud of myself, I received a good feedback from my colleague and was really helpful for me to practice with this assignment. Was also very important how the lecture Peter Allen show to the class how to structure the presentation and how to present.

(Partici poll, 2021)

CONCLUSION

This is the conclusion of my first academic report where I discuss about time management, referencing, summarising and my individual presentation.

All this topics were particularly interesting, all of these were new arguments for me and I was very happy to enrich my knowledge. Between all this topic my favourite to study was the individual presentation, because I had the possibility to improve some skills that will be important for my future, and as I wrote before, I had the possibility to understand what the idea of my intended career is. During the time that I wrote this report, the use of the platform moodle was very important to study each topics. I'm sure that I need to improve my writing and how to structure my future report but I'm satisfied of my work.

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