

Academic Report

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Academic and Employability Skills (BMSW4001)

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Report

The following report enlists the reflection of the topics covered in the module throughout regarding academic and employability skills. There are several topics covered in this module which links directly to the topic and a reflective model will be used to illustrate my learning on the topic, what I knew before regarding the topic, how I used my learning to implement in practical life and what were the outcomes of implementation and I was able to learn a lot of different things from actually implementing these topics in practicality (Tsingos-Lucas, BosnicAnticevich, Schneider and Smith, 2017). The topics I will be covering in this reflection report are; academic writing, CV writing, and online learning experience.

The reflection model which will be used in this module throughout will be the CARL model of reflection which is used for professional analysis and deep learning and implementation of the topics covered in the module (Tsingos-Lucas, Bosnic-Anticevich, Schneider and Smith, 2017).

The CARL reflection model is divided in to four parts;

- C- the context of the topic and the past experiences and knowledge regarding the topic,
- A- the actions and implementation taken regarding the topic,
- R- the results and outcomes of the implementation,
- L- The lessons learned from the overall experience (Nagro, 2019).

Academic writing;

C- Academic writing is used by the professors, researchers and students as well in each discipline for conveying their ideas, to make arguments and for engaging in the scholarly interactions. I learned that there are different types of academic writing and there are different ways to do them though there are some uniform rules regarding the plagiarism, the grammar and language structure to be used, and the format of the assignment (Nagro, 2019). Types are

- Literary analysis is used for evaluating, examining and making the argument regarding the literary work. As the name is suggesting, the literary analysis is the essay that is more than

the summarizations. It also needs the careful reading of different texts and can focus on the particular characteristics, motif or them (Powell, 2015).

- Research paper can use the information for supporting the thesis or making an argument. The research papers can be written in different disciplines and can be critical, analytical, or evaluative. The usual sources for research include the primary sources such as historical records, and the secondary sources for example the scholarly peer reviewed articles (Powell, 2015).
- Thesis or dissertation is the document which can be submitted at the end of the PhD program. Dissertation is the summarization of a book length for candidate research of the doctoral studies. Academic papers can also be done as a section of class, while studying and for publication in the scholarly book or the academic journal around the theme by various authors (Strobl et al., 2019).

There are also certain characteristics to be followed while carrying out an academic writing such as;

- It should be clear and limit focus and each sentence and paragraph of the paper can also link to the primary focus. The paper can also include the contextual information and data along with background, with content and the idea for supporting the statement of thesis.
- There should be a logical structure as the academic writing is usually following the straightforward and the logical structure. In the simple way, academic writing consists of the body paragraphs, introduction and the conclusion and the documentation relates to the thesis, it can summarize the different points and can highlight the implications for the findings in paper (Strobl et al., 2019). Every sentence and paragraph can link to the upcoming for presenting the clear idea or argument.
- The arguments should be evidence based as the academic writing needs the arguments that are well informed. Statements can also support the evidence either from the sources that are scholarly like in a research paper, the results of the experiment and study, the quotations from the primary content such as the essay of literary analysis,
- Impersonal tone should be used as academic writing avoids the inflammatory emotional and the biased language. Whether agreeing personally or disagreeing an idea, it should be presented correctly and in an objective way in the paper (Strobl et al., 2019).

A-I have summarized my learning above regarding the module of academic writing, I implemented this knowledge in practical life while carrying out academic writing, writing reports and dissertation

for the module and I got to know the exact format of academic writing document, the tones to be used, and the length of the report or document (Ariyanti, 2021). I started writing my module assignment, reports and dissertation through this format and the updated information about academic writing.

R- After implementing my updated learning to practicality I was able to carry out more efficient academic writing document and reports (Ariyanti, 2021), I was able to distinguish between the requirements of different documents and how they should be structured. I was able to figure out my mistakes and lacking and understood the requirement of language, structure and type of document in a better way (Ariyanti, 2021).

L- Improved and enhanced grip on academic writing which not only helped me with my modules but also helped me with writing out of course academic papers (Ariyanti, 2021).

CV writing;

C- It is a professional way of telling about you. It has its structure. It includes the academic history of the employee, work experiences, abilities, strengths, and weaknesses. CV is the first step of an employee towards a career. CV means course of life. It is a detailed document that is only about an employee and the happenings of his life. CV is the first chance for an employee to leave a good impression on the employers (Ghosale, Shankar, Ganesan and Shrivasa, 2016). A proper CV has a format which I was able to learn during the module; the format of the CV should be obvious; it should include every important detail about the applicant. Important details like:

- Name
- Personal contact number
- Complete academic history
- Qualification
- Job experiences
- Awards
- Achievements
- Scholarships
- Courses
- Pieces of training if any
- Professional association
- Certificates
- Interests and hobbies (Ghosale, Shankar, Ganesan and Shrivasa, 2016)

I learned that certain factors should be taken in to account when dropping a CV such as;

- Interview techniques
- Depth knowledge of the company
- Extra curriculum activities
- Confidence (Ghosale, Shrivasa, Shankar and Ganesan, 2016).

The types of CVs;

Chronological CV; Chronological CV includes the applicants experience; posts of an employee are listed in the chronological order. Detailed personal statement with the strengths of the applicant is included (Ghosale, Shrivasa, Shankar and Ganesan, 2016). Chronological CV is considered to be the most common type of CV.

1. The structure of the chronological CV includes personal data that is name and address, profile, career history and qualification and other basic information of the applicant. This type of CV is useful for the applicants who are interested to apply within the same company to precede their career. It makes it clear to the employers to evaluate the strengths and weaknesses of the employee.
2. Functional CV; Functional CV is different from chronological CV because its center of attention is the skills of the employee rather than the work experiences. This format is mostly required by the senior positions. Just like every other CV formats, functional CV format also began with the personal information of the applicant. Which is more about the strengths, skills, achievements and etc. this type of CV is useful for emphasizing on the skills and achievements of the employee. This type of CV is suitable for that employee who often takes gaps in their professional career.

Functional CV is helpful for the mature applicants.

3. The combined CV; Combined CV is the mixture of both chronological and functional CV. The combined CV is bit long as compared to the chronological and functional CV. This type of CV is best for those who have plenty of career progress with great numbers of achievements. This type of CV identifies the experience of the applicant (Ghosale, Shrivasa, Shankar and Ganesan, 2016).

A-After knowing the whole process I was able to learn how to maintain and draft series of the CV, I implemented the whole process while helping out my colleagues in maintaining and updating their CVs and I was able to find errors and mistakes in my current CV (Bourne, 2017).

R- A better understanding about the purpose of CV and how to make changes to the CV. I was able to understand the importance of the CV such as the resume acts as a bridge between the candidate and the prospective recruiter. Hence the importance of a resume can never be underestimated. It is important for the candidate that their resume stands out from the crowd (Bourne, 2017). Another important factor which proves the importance of a resume is that the resume of a person reaches the employer before he/she himself does. It's a norm everywhere in the corporate world that employers ask for the resume of the applicant first, go through the work of the candidate, and if that matches their requirement, they call that candidate to their office for the interview (Bourne, 2017).

L- Writing CV tells a lot about your personality and therefore a person should be very mindful before they put in their personal information, skills, hobbies, and past experience and the right structure should be followed by doing so, the language, grammar, and structure (Bourne, 2017).

Online learning experience

C- Online learning experience is gaining knowledge and help regarding the modules or any difficulty faced during solving or attempting a math problem or English writing document. There are various online teaching websites which help in increasing you general knowledge or specific knowledge regarding a subject or module such as Udmy, Skill share, Master Class, Coursera, and EdX (Li, Marsh and Rienties, 2016). They have different packages according to the time taken to study, the level of tutor hired, and the course taken. The tutors are highly qualified and they solve your queries very effectively, they tend to carry out a revision session with their other students so that you can exchange your knowledge and get theirs (Li, Marsh and Rienties, 2016). I was also able to gain some knowledge and insight about online teaching platforms and their offerings in total so if I consider providing these services I am aware of the requirements and skills students are looking for (Li, Marsh and Rienties, 2016).

A-I implemented that knowledge in my modules, made notes from them, It helped me in understanding the critical turn points in the course and the tutors helped in finding out easier ways to understand and learn critical knowledge, I got a lot of help regarding my assignments and solving math and stats problem (Gómez-Rey, Barbera and Fernández-Navarro, 2016). I inquired about the learning of the tutors and made sure I'm getting everything which I intended to learn.

R- As a result, I was able to attempt my exams effectively and hold a better grip on the topics which seemed difficult to me, I was able to solve problems in lesser time and the sessions of student knowledge exchange helped me in gaining knowledge about a single topic from different aspects and increased my confidence about the topics, courses about which I was hesitant (Gómez-Rey, Barbera and Fernández-Navarro, 2016). If I was doing it alone or trying to cover these topics on my own I would never be able to gather this much knowledge and grip on the topics (Gómez-Rey, Barbera and Fernández-Navarro, 2016).

L- The overall online learning experience increased my learning of the topics and module in a way that I was able to remember them even after I was done with my module, it proved that the overall process was very beneficial and effective and some platforms also provide a money back guarantee which means you get your money back once you are done with learning (Symeonides and Childs, 2015). It increased my knowledge and I also made good links with students and tutors from different countries which can further help me if I want to seek advice regarding any issue (Symeonides and Childs, 2015).

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