

ACADEMIC AND EMPLOYABILITY SKILLS (BMSW4001_LON)
TASK 2

Lecturer: Soban Sadiq

Student: Radu-Marian Cojocaru (2029746)

My way of learning during this course.

In all this time I've increased the level how to communicate with people, working in groups, this is a big opportunity for me to manage better a job especially if I'm working with customers.

Being a student at University of Wales Trinity Saint David I've been attended all the time never missing any lessons and in this report, I'm going to mention couple of topics which really helps me a lot.

I never write something since I done the college, I've learned English just speaking and watching movies with subtitle or listening to music, but this increase my level in a professional way how to have a proper conversation and sort out task or any activities you must make done.

Online learning helps me a lot because I'm leaving far away of London I can't attend at the course physically and even online you should have a knowledge how to use the technology otherwise it's going to be very difficult for you to understand the way how the technology works.

Recently I wrote myself my first cover letter bellow I will show you my example:

Date: __/__/____

Dear Sir or Madam.

I am writing to enquire if you have any vacancies within your company.

I am reliable, very hardworking with an excellent attendance and punctuality record. I work well as part of a team but can also work well alone using my initiative.

I have enclosed my CV for your consideration and would welcome the opportunity to discuss any vacancies you may have at the moment or will be recruiting for in the future. I would be happy to consider any employment you may have within your company.

I look forward to hearing from you.

Yours Faithfully,

Radu-Marian Cojocaru

I never had to present something or to be a public speaker until now this was an opportunity for me, to present my task I had to learn how to present it per example never turn your back to the audience, never read from the slides and even if you do it you need to come with your words and explain the portion you read it, be prompt, use bullet points, etc. During this course I've learned how to work in team, building projects, doing exercises and I hope one day I'm going to become a business owner or a business manager.

As research I've been using to summarise a lot all the information, I could find it on internet and using my way to build projects and even use my experience collected these years of studies.

I would like to mention I've learned how to explain myself being foreigner and English is not my native language but still I try hard to collect and use this language more vocabulary.

Recently I've done another CV prompter and more understandable, so I will show you my CV down below:

Full name

Home address

Mobile number

Email address

Profile

My skills and experience are within warehouse op data entry, driver. I am looking to secure full time employment and I am willing to consider a variety of roles and any further training required.

Key

- Repair Hardware and Software
- Setup and troubleshooting Anti-virus solutions
- Web developer
- PHP, HTML, CSS, SQL
- Mathematical aptitude
- Customer service hard working and self-motivated
- Effective at multi-tasking
- Works well independently
- Product stock control and ordering
- Cold chain industry background
- Routing protocols knowledge

Employment History

Recruitment Agency 2015 – 2021

Since 2015 I have worked for a recruitment agency as a warehouse operative the duties, I carried out included:

- Data entry for Ideal Networks, Warrington
- Delivery driver for Honda, Ellesmere Port
- Delivery driver for Mercedes, Warrington
- Delivery driver for Porcelanosa, Warrington
- Delivery driver for Healthcare at Home, Runcorn
- Machine Operator for Maspro House, Runcorn
- Warehouse delivery duties for Eddie Stobard, Runcorn

- Taking delivery of goods and storing them
- Checking for damaged or missing items
- Moving stock by hand or with machines
- Packing and wrapping goods
- Loading goods for sending
- Keeping stock records

Education

Level 1 Diploma in Vehicle Mechanics & Maintenance

References

Available upon request

Below I'm going to show couple of related skills you will need it:

- Attention to detail
- Communication
- IT
- Leadership
- Organisation Problem solving
- Teamwork
- Time management

1. Attention to detail means accuracy when performing a task by caring for all areas involved.
2. Communication (in the simplest version) is the act of transferring information from one place to another.
Although this is a simple definition, when we do not think about how we can communicate the subject becomes much more complex.
There are several categories of communication and they can occur at any time simultaneously.
3. IT skills are the technical skills needed to work in technical support, maintenance and development.
4. The simplest definition of leadership? Two simple steps. First: TO BECOME the man that others see him say in secret: one day I want to be like him! Second: TO GUIDE those who are on the path to becoming.
5. Problem solving is at the heart of recruiters' concerns, because in the work environment employees are always put in 3 similar situations: either solve a problem for a client (internal or external), or support them in finding solutions to those who have discovered problems in work process, or discover themselves new problems that need solutions.
6. A team is a small number of people gathered to achieve common goals, which keep them united and responsible for each other. Teams need complementary qualities to achieve their goals. These include technical or functional knowledge, problem-solving and decision-making skills, interpersonal skills.
7. Time management refers to a set of habits, skills, systems and principles, used to manage the time spent performing specific activities, in order to increase work efficiency and productivity.
In short, it refers to the way it is organized and does not manage time and involves control and organization.

Duties can vary depending on your role, but are likely to involve:

- Researching organisations to find new customers and identify who makes the decisions
- 'Cold calling' to arrange meetings at customers' premises
- Finding out what an organisation needs and work with a team to plan proposals and pricing
- Selling products and services to new and existing customers
- Negotiating with customers and build positive relationships
- Going to events and conferences to gain information on market trends and competitors
- Writing reports and make presentations to customers and senior management
- Identifying new methods and opportunities for sales campaigns
- Forecasting sales targets and make sure they're met
- Delivering training to business developers and junior sales teams within your organisation

What is paraphrasing?

Before entering strictly into the concept of paraphrasing, it is worth clarifying the term from which it derives: paraphrasing.

A paraphrase is a figure of speech, that is, a way of saying something, either orally or in writing. It consists of roughly reproducing what another person has said or written. And the concrete action is to paraphrase. Its purpose is to provide greater clarity to an idea, which is easier to understand.

The term paraphrase is the paraphrase of a text or writing. Paraphrasing is not the exact reproduction of the text, it is a clarification or an explanation of the analyzed content. The reader who intends to paraphrase a text must read it carefully, emphasize the main and secondary ideas and, finally, write the paraphrase based on the interpretation of the main ideas contained in the text, another way to make a paraphrase is useful synonymy change words without changing the syntax of the text.

What is summary?

An abstract is a summary or brief presentation of the ideas of a work. This presentation can be oral or written. The epic thread of the paper must follow exactly in the summary, including chronologically.

Reading a complex and well-executed summary will save you time spent preparing for the literature. In addition, if you are missing one of the works you need to read for school from the library, reading a comprehensive summary will help you understand the subject and meet the requirements you will receive. At the same time, a summary will be great for you to use if you have forgotten some details related to a certain text.

Academic writing.

Students, teachers and researchers in each discipline use academic writing to convey ideas, make arguments and engage in scientific conversations. Academic writing is characterized by evidence-based arguments, precise choice of words, logical organization, and an impersonal tone. Although sometimes considered to be long or inaccessible, strong academic writing is the exact opposite: it informs, analyzes and convinces in a simple way and allows the reader to engage critically in a scientific dialogue.

Examples of academic writing

Academic writing is, of course, any formal written work produced in an academic setting. While academic writing comes in many forms, they are some of the most common.

Literary analysis: an essay on literary analysis examines, evaluates and argues a literary work. As the name suggests, an essay on literary analysis goes beyond mere summary. It requires a careful reading of one or more texts and often focuses on a specific feature, theme or motive.

Research paper: a research paper uses external information to support a thesis or to argue. Research papers are written in all disciplines and can be evaluative, analytical or critical. Common sources of research include data, primary sources (e.g., historical records), and secondary sources (e.g., peer-reviewed scientific article). Writing a research paper involved synthesizing this external information with your own ideas.

Dissertation: A dissertation (or thesis) is a document presented at the end of a doctorate. time schedule. The dissertation is a synthesis throughout the books of the doctoral student's research.

Academic papers can be done as part of a class, in a study program or for publication in an academic journal or in a scientific book of an article around a topic, by different authors.

All this time I've learned how to keep a discussion with the audience, all the time you have to be calm and on point, I'm a darker person like I don't really want to talk everything to the people, I don't really like to smile falsely even in that moment when I will have a job as a manager, supervisor I will be serious, I will help as much as I can and at the end of the day each employee will leave satisfied from them job.

I really like psychology, I know how to give an advice, I understand peoples around me, I would like very much to work in this field, it is an easy job, you don't have to work physically only use your mind.

The same topic I chose for the first project, how to comfort people with addictions who can't do them job proper, I also went through depressions, I had addictions, that's why I'm trying to help people who ask for help.

For example, a few days ago I helped a work colleague to get over after a breakup, I listened to him and then I gave him an advice that happened to me in my life from my experiences.

I want to thank all the people who helped me in life with advice, lessons especially this course was very helpful and I want to mention that not many people have this opportunity I can say that I am lucky doing this university and continuing studies.

The way how the teacher shows us the slides and explain everything, shows us videos we had to do tasks this can increase your way how to learn to become professional in your domain.

Let's say you'll work in a variety of businesses across the public and private sectors, or for charities. The role involves finding new customers and persuading existing ones to buy extra services. To get into this job, you'll need a good standard of education, including maths, English and IT. Experience of sales or marketing is usually required.