

BMSW4001 Academic and Employability Skills
Assignment-2

Student Name: Renate Amisi

Student ID: 2011277

Lecturer Name: Barbara Chinyani

Introduction

The report aims at providing a detailed illustration in regards to the insights that I obtained on this module. In term one I managed to learn more about academic skills. I covered more employability skills in the second term. I have learned the Gibbs Reflective Cycle in the second term and I am going to use the cycle to reflect on some of the topics that I had covered during this module. Reflection is defined as the explanation of the activities from the observation that an individual observed or practiced during the module and use them to analyze some of the experiences that they have gathered along the way. Therefore, the primary role of reflection is to come up with a bridge that exists between practices and learning (Jacobs, 2016).

Description

Time Management

Throughout the term, I managed to grasp various techniques through Eisenhower principle of time management that I can use in the application of my day to day life or rather to enhance my time management and productivity levels. Time management is all about understanding and prioritizing the length of the tasks that are at hand (Panaccio, 2018). Therefore, I have come to learn how best different segments of the tasks can be. Some need longer time and I need to separate them from the ones that take a shorter time to present.

Academic Writing

As a learner, I will need to learn how best I can deliver effective written assignments. Currently, I understand that my professional life will require me to write various documents like proposals and present them to management. From the topic, I discovered that while doing assignments, one needs to ensure that the task is grammatically correct and easy to understand. Also, I need to make sure that I write clear and concise sentences. According to Listyani (2018), I managed to explain how communicative writing is depending not just on syntax but also the etymology.

CV

From the topic, I have managed to learn the fact that a good CV assists me in obtaining a new position in the job. This means that I will require to deliver staff such as my skills, attributes, hobbies, skillsets as well as knowledge. Hime (2013) has stated that an individual statement

requires to be both communicative and concise. Also, I have obtained different hobbies that will assist in describing that which I am outside my current professional.

Cover Letter

From the topic on my cover letter, I obtained more knowledge about cover letter and the links to my skills, education, and knowledge for the services of the company as well as the fact that I can utilize the STAR model which is an acronym for Situation, Task, Action, and Results. This is a method that I use in selling myself to a potential employer. Based on Whitmore (2011) in the cover letter, a candidate needs to provide a brief explanation of their experience from previous jobs that will mainly have their focus on the organizational cultures as well as candidate distributions towards the culture.

Feelings

Time management,

I strongly have a feeling, that even though I managed to prioritize the tasks, I still need to come up with a reminder so I can keep all my movements on track. This one can successfully be achieved by coming up with a personal diary. This one I can achieve through comparing the length and time of the tasks as well as the time that is required in delivering them. Mackeller, 2011 has stated that giving importance to the most crucial jobs is not sufficient in the accomplishment process is not timely. Thus, I think, I will have to give importance to the activities as well as come up with a personal diary that will support me in a timely execution.

Academic Writing

I strongly have a feeling that efficacy and clarity in regards to academic writing mainly depend on the developments of the information that is present in the paragraph. Also, I have gained knowledge on the fact that to have a clear writing context, I will have to use the first lines of the paragraph to discuss the topics that I will be addressing. I used to analyze different paragraphs that describe various topics but from the module, I have managed to learn the fact that every paragraph needs to describe a topic of its own. Bradshaw, (2013) stated that readers sometimes get confused especially in cases where multiple topics have been addressed in a paragraph.

CV

I feel like I need to include links to my social media profiles as well as my LinkedIn account in my CV. This is because the one hiring me will need to check and assess my online activities as well as how I perceive the world that is outside me. This way I can go through my social media pages successfully. Earlier my resume used to contain my social media address but after taking this module I discontinued this practice as it was deemed to be unprofessional. Hime (2013) stated that the Facebook address should be removed from the cover letter.

Cover Letter

Before learning the subject. I started feeling anxious every time that I was about to do a cover letter as I was not sure how well I will need to address the individuals that I am writing to and had always

found myself being confused in regards to the main reason behind my writing a cover letter. I thought that the CV has already described what kind of a person I am and that I did not need to repeat writing it in the cover letter. This made me unsure of what exactly I should involve in the cover letter writing.

Evaluation

Time Management

I have come to learn about the different ways of developing a weekly basis to-do list. A to-do list in this case acts as a record. I have come to learn that one of the ways to ensure proper time management is in segmenting the tasks according to how they are expected to finalize. If the tasks are due by the next week then they will be kept on the weekly to-do list. When it comes to making a to-do list, I have come to learn that I will need to come up with a task diary first. Also, I have acknowledged that on top of that the to-do list will have to be at the start of my day. Also, I have discovered that the development of the to-do list for me while starting my day, allows me to hardly procrastinate on things and I will even be more efficient. Besides Mackellar (2011) has stated that putting the tasks down in writing helps in reducing the chances of missing the task.

Academic Writing

Earlier while learning a topic I used to write contents without planning and hence the paragraphs were quite disorganized. Now I make sure that I think about what I am supposed to write to ensure continuity of the content and enrich it at the same time. Presently I focus on 3 things and the first one is stressing on the matter of discussion. . Thereafter I will have to discover the insights that will be in support of the initial idea and in every passage a new idea would be developed with analysis by supporting the idea by me. Bradshaw, (2013) explained that the fluency of the author is solely dependent on the development of the author and its continuity as well as contributing contexts that are most likely to lead towards the main topic.

CV

Most of the time I have always had the assumption that individual statements need to be adapted and conducted by the person himself who is applying. While I apply with my CV I try to attach a personal statement which how I would be able to perform better for the organization. Currently, I learned that writing individual statements can be challenging especially in instances when I have no enough evidence to back up my claims. Also, I have come to learn that my CV needs to maintain a single font throughout the entire document and the fact that I should have or rather maintain a proper kind of space among paragraphs and lines the lines to escape much clattering.

Cover letter,

I came to learn that a cover letter would help me to let the manager know my capability and convince the manager that is in charge of recruiting. I believe that issuing the hiring manager feedback about myself will provide him the opportunity to see me as a responsible and responsive person. Also, I can provide the hiring manager with feedback mentioning the source that I came

across in the circular of work. Before the module, I had no idea about the significance of providing feedback, especially to the ones hiring me.

Analysis

Time Management

Through learning about the topic I am now determined and have knowledge on prioritizing the tasks that are urgent and need attention as well as the ones that are distractions to my effectiveness. On learning about this I applied it in my professions where I discovered that I can be more efficient and productive by avoiding unnecessary distractions. In my personal life, the application of proper time management helped me to stop procrastinating about things that I have no control over.

Academic Writing

This topic was useful to me as I know how best to come up with a good and communicative academic essay. While writing I can follow through with a basic structure for all the paragraphs successfully do so, I have learned how best I can introduce the topics to the reader with the topic and conclude each paragraph worth my personal opinion which is most likely to be the general conclusion of the paragraph. the paragraph. This is crucial as it assists me in furthering my academic studies as well as enhancing my overall ideas.

Cover Letter

Learning the best way to write and form a cover letter has become instrumental and I have learned and understood what I should write in my cover letter and how these would be beneficial for me. I know that it is important to have a cover letter as feedback alongside my CV. A cover letter provides me with the opportunity to address my strongest qualifications in front of employers.

CV

This topic was another crucial one to me as it made me learn more about how well to write an effective CV by adding up all the recent information. I learned that I need to do so by mentioning all my professional skills as it will most likely step in while am applying for a job. Also, I need to mention the periods that I participated in the institutions and I now understand that the importance is showing consistency.

Conclusion

Time Management

From the topic on time management, I have learned that I can implement it both in my personal and professional life. From this observation, I have achieved the learning about the proper time management diary that I should include some leisure activities to avoid burnout.

Academic Writing

I have learned that maintaining a basic structure in academic writing helps in reducing the chances of being desultory. Also, I have learned that organizing your work well assists in maintain the

attention of the reader. The implication of proper structure and punctuation are most important for the reader to read smoothly.

CV

Also in the topic, I have learned the significance of using bullet points in mentioning some of the keywords. Also, I now understand that in my statements I can implement various keywords that are crucial in my job responsibilities in making a difference than other CVs available.

Cover Letter

In this topic, I have developed my knowledge about the formulation of proper information and data from the position I am involved in to reflect my claims and expectation in the cover letter. From the observation, I came to know about the successful implementation of writing style in a cover letter with the motive to move towards my career and professional goals. Whitmore (2011) has explained that an applicant for a job is required to come up with relevancy between what they are doing currently and that which they aspect to do in their respective roles.

Action Plan

Time Management

From the observation and experience, I developed my knowledge about time management. I have been motivated to maintain dairy to record the activities and maintain a to-do list. Before starting my day, I will always develop a to-do list that I will follow throughout the day.

Academic Writing

to enhance my academic writing skills, I am planning to study more about sentence structures to maintain grammatical syntax. This is because misplacement of the verbs, conjunctions, clauses, and modifiers can alter what a sentence might express.

CV

To ensure that my resume is up to the standard I plan to create multiple resumes as per the guidance of my instructor. Also, I want to use CV templates online in writing an artistic and stylish formatted CV.

Cover Letter

To come up with a cover letter that is appealing I will ensure that all my interests are well addressed and expressed in the cover letter. For instance, it would be better for me to describe my passion which goes with the line of the activities and operations of the organization where I am applying. To reflect such in the cover letter I need to conduct thorough research on the company and write down my interest to work on the organization properly in the cover letter.

Conclusion

Overall, the reflection has been reflected successfully by me on the topic by using the model of reflection with Gibbs (1988) to describe my experiences. The report has listed academic writing, time management & writing cover letter. The learning that I have developed in the assessment and the successful implementation of the learning for my career has been explained in this report.

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