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Lecturer	Afzal Munna

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Introduction

Written language, which will show its effect intensely today and, in the years, to come, is a part of our lives. Before all this, it is necessary to manage our time in a quality way. Managing our time in a quality way prepares us for a more prosperous and productive life, and our communication with people becomes more vital.

After we manage to plan our time in a quality way, the career plan, which is the first goal of most people, begins to develop. To be successful individuals in our career, we need to express ourselves clearly. At this point, written language comes into play.

We need to use many methods to express ourselves clearly in academic writings. If I give an example to a few of them; references, page layout, word usage, writing styles etc. All of these are the steps to progress in our career.

The importance of CV writing allows us to express ourselves clearly before stepping into our business life should not be overlooked.

In this article, I will mention a few of the rules that we should pay attention to while writing these articles, from time management to academic papers. The importance of the reference shown and CV writing topics, which is a method of expressing ourselves before our business life, will also be included in my content.

Time management

“Time management” is the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight, and pressures are high. Failing to manage your time damages your effectiveness and causes stress. (mindtools n.d.)

Regarding time management, I knew before that only time needed to be managed better. However, with a lot of technical knowledge I learned from the courses related to this, I have gained more extensive information about time management.

During the lesson, I learned that it would be written in the form of SMART schema first about time management:

S: Specific

M: Measurable

A: Achievable

R: Realistic

T: Time-Related

In this direction, I learned during the course that effective time management and management at the right time are effective in time management. Especially for effective time management, I have become aware that setting goals correctly, determining priorities, setting a time limit for every task that needs to be done, taking a break from time to time, planning the time for a long time, separating the necessary or unnecessary tasks and pre-planning shows how effective it is in achieving success.

If I were to evaluate all these, I realized that not using the time correctly could lead to unwanted results. If I need to explain this with a few examples:

Missing appointments, high stress level, low quality of work, inefficient workflow and consequently not progressing in career are examples of my inferences.

If I needed to present a few thoughts on this topic, both in-class discussion and on the subject itself, I evaluated many different opinions in the discussion environment with brainstorming. It helped me know more about the subject, and if I summarize this situation in one sentence, I think time management is a form of management that consists of 24 hours for people and people who use some time better than others are more successful.

CV Writing

For professional interviews, it was preliminary knowledge that I thought was necessary for first impressions at work, school and similar places. Frankly, I was a little surprised during the lesson when we first got into the subject. It was pretty different from the cv rules that my friends and I had written before. I researched the current CV writing rules in Turkey, where I grew up and saw that there are some differences immediately after the end of the course. For example;

- with no photos of CVs don't accept in Turkey. However, based on the information I learned in the course, CVs without photos are considered valid in the UK.
- In Turkey, CVs have to be the birth date information, but this does not apply to the UK.

To give a more technical definition with Cv;

A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers. Alongside your CV employers also usually ask for a cover letter. (J.Smith, 2021)

Discussions on this topic in the classroom environment took place very fluently and quickly. Thanks to the example of CV writing that we practised during the lesson, I gained permanent knowledge. I reshaped my CV in line with the information I learned on this subject. This lesson has been beneficial for me. Apart from the information I have learned in Turkey, also advanced in my life, I have learned many of the details will work for me.

Another point I like about the subject is that I have understood how to express myself and my talents without making too much of a word writing a CV with brief and concise knowledge.

Academic Writing

Academic writing is clear, concise, focussed, structured and backed up by evidence. Its purpose is to aid the reader's understanding.

It has a formal tone and style, but it is not complex and does not require the use of long sentences and complicated vocabulary.

Each subject discipline will have certain writing conventions, vocabulary, and types of discourse that you will become familiar with over the course of your degree. However, there are some general characteristics of academic writing that are relevant across all disciplines. (Leeds library n.d.)

I did not know much about the academic writing language before tackling the lecture, I thought it was just a prose text, but I learned that academic writing techniques are quite different and complex than regular text writing.

From the language to be used, everything has a specific rule, from the page structure to the font to be used for the text. I understood the importance of the necessity to use a predominantly official language. I think that doing both academic work and 'essay' within the framework of these rules will be the most correct and fundamental step I will take for a successful academic career.

As a result of the brainstorming we did in the class, I concluded that we would be ahead because we used academic language by examining the scholarly articles and assimilating each point.

The videos we watched in the lesson were beneficial because it specifies what and how we will do (introduction, development, result, page layout, synonyms, etc.).

This information will be beneficial for me in the official correspondence that I will come across in the future and professional life.

Referencing

When you are writing a piece of work and use someone else's words or ideas, you must reference them. This means that you need to include detailed information on all sources consulted, both within your text and at the end of your work.(Queen's University, n.d.)

Before the lesson, all I knew about this topic was that someone else's opinion was stated directly in the article. During the lesson, I noticed that there were many details on this topic. First of all, I saw that the references can be used not only in the written language but also in another person's speaking language.

As for the written language, it is an essential issue for successful research. In this way, the researcher can access the original content by browsing the reference we have specified. This is how I reached the references of most of the articles I have read. Thanks to this, I realized that my writing skills improved even more than before. At the same time, I noticed that my ability to write original content had been enhanced due to my research.

Considering the elements I learned in the course in the future, I gained quite a lot of information about citing sources. I am cautious about referencing it in the articles I have written. I believe that this will help people to produce original content like me and have the chance to improve themselves in this regard.

Conclusion

During this period, I acquired a lot of helpful information. The most important ones, in my opinion, were the topics I mentioned above.

Time management is one of the most critical issues for me because it must be organized and planned to train for a job. As I learned in the course, time management is essential for success now and in the future.

CV writing allows us to express ourselves succinctly for professional interviews.

academic writing I did not know the subject before the lesson, but I realized how useful it was at the end of the lesson because it appeared in that part of life, for example in business life or when writing an essay, and it helped me to write properly thanks to the knowledge I learned.

References

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Jemma Smith (April 2021) *How to write a cv*

Available at : <https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv>

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SWOT Analysis

Strengths • There is a certain aesthetic perception, in line with this aesthetic perception, I can perceive what customers want and quickly design. • I'm playing very well table tennis. • I can use very well my backhand	Weaknesses • Decrease in customer potential as a result of other graphic designers playing with market prices • I'm not very good at forehand shooting • I get very excited and lose points when playing table tennis
Opportunities • The business area is very large and open to all kinds of opportunities. • I need to fix my forehand shot and I can do it with more practice	Threats • Providing customers with designs that are far from aesthetic perception under the name of graphic design without the knowledge or training of people. • My opponents are training regularly every day and correct their deficiencies

CV

DZHAN GYULER TR&BGR

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Date of Birth 01.09.1999

Eligible to live and work in EU countries

EMPLOYMENT HISTORY

WORK EXPERIENCE

February 2018 – present

Baker

Simit Sarayı Bakery Shop

- Performed skilled bakery and decoration work on a variety of event oriented baked items
- Quickly and courteously resolved all client problems and complaints
- Established and maintained open, collaborative relationships with entire team.
- Conducted daily inspections and maintained food sanitation and kitchen equipment safety reports.
- Enforced appropriate work-flow and quality controls for products and procedures.

January 2016 – 2017

Logistic Department, Intern

DOGRUER LOGISTIC A.S

- Archiving documents in the Logistic Department.
- A knowledge of basic logistics principles.
- Oversight of outbound shipments to the Turkey and abroad.
- Customer service and quality control duties.

EDUCATION

HIGH SCHOOL

2013-2017

Anatolia Trade High School, Foreign Trade

**DRIVING
LICENCE**

B

LANGUAGES

Turkish (native), English (elementary)

