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ACADEMIC AND EMPLOYABILITY SKILLS

TASK 2

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Time Management / Organising Study

Introduction:

To be able to organize in everyday life, work, or study an organization system must be set up, and to do so some people need planner or a check list, this is what will make it possible to know what to do and when. Time management and organising study have been very useful and I may have utilised it in multiple occasions however it combines various responsibilities that can be challenging, this could be best exemplified as a student is likely to experience numerous demands of their time, difficulties to completing several assignments and time diversions due to the increase in independent study which reinforce the importance of time management.

Presentation

Time management have helped me increase my level of productivity and effectiveness, and I achieved this by monitoring my independent study time and my other priorities. There is a huge contrast between how I use my time now and how I want to use my time, this can be best exemplified as I may try to sleep at an early time to have 7 hours full of sleep and to keep a structured day to achieve my required tasks such as revision, assignments, taking care of my kids, and work. However, it's important to have some time out as it may lead to be in under pressure which may slow down my organization system. A method that was effective worked for me the most while using time management is the checklists to not forget anything, the reason for this is because it allows me to prioritize the things I have to do at the beginning of the list and at the end the less important things.

Failing to manage your time effectively can have some very undesirable consequences:

- Missed deadlines.
- Inefficient workflow.
- Poor work quality.
- Higher stress levels.
- Discouragement.

There is different type of organization but the most used is the planning. The planning is A fundamental part of time management is planning. Being efficient in planning out your day, meetings and how you will accomplish things will help you stick to your schedule.

Here are some examples for time management techniques:

1. Plan your day in advance.
Planning your day will help you be more efficient. You will do more and be less likely to forget what needs to be done or turn away from it.
2. Take regular breaks.
Working without breaks may bring you more harm than good. We need breaks so that our brain can refresh and then refocus on work.
3. Focus and block distractions.
A good concentration can help you with many tasks. There are many handy steps you can take that can help you stay focused and stop checking Facebook or your phone every quarter of an hour.

4. Set goals.

Set goals and you will exactly know which direction you're heading to. Goals are part of the organizational process, and they are extremely important in time management.

Conclusion:

One of the main reasons we have difficulty managing our time is not to change our bad habits. Time management is very important in everyday life, whether at work for studies or at home. It is also important to take note every day of what we have managed to do or not what allows us to improve ourselves. If your time is well organized, you will have the possibility to do a lot of other things.

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Online Learning Experience

Introduction:

Technology is now days more and more used in all fields and in all generations. The technological method mostly used today is the internet, the internet is a large platform where you have the opportunity to do a lot of things such as doing your research communicating and, in my case, virtual learning/online lessons. However, technology has its advantages and disadvantages in many ways, this can be best exemplified a Technology has enabled us to discover and be informed about the rest of the world, communication time between two people is reduced. New technologies are a source of major changes in the world of education.

Presentation

We are going through a crisis right now which is COVID-19, and it may have caused major disruption in the school environment. Although for a few times before we used online learning which is also called E-learning, since COVID-19 started it has grown as all schools and university have been closed, over 1.2 billion children are out of the classroom. The statistic of individuals in Great Britain who use online learning materials and online courses in 2020, by age and gender. Those aged 16 to 24 were the most likely to use online learning materials, while men were slightly more likely than women to use this method. Those in the 25 to 34 age brackets were the most likely to have used an online course. With the arrival of the worldwide web in 1989 it wasn't long, in fact the early 1990s, that learning materials

started appearing online, although the term e-learning didn't really come into existence until the late 90s.

In my case, I had to adapt myself due to the fact I have 2 children that also have to participate in online learning. At the start, it was difficult for me because it was the first time, I had to face that kind of learning method when I have always been used to go to class physically. I ask my daughter she said "my online learning was challenging and new although it was fun. For some other people online learning might seem hard as you don't get the amount of help you normally get at school and some other people house might be loud and it cause lack of focus. However, for me I really enjoyed it because I was more focused as I did not have any distractions. In addition, did not have to rush for anything and I was comfortable. I personally prefer online learning as it is more understandable and independent".

Here are some advantages and disadvantages of online learning.

advantages	disadvantages
– Comfort – Affordability – Improved Student Attendance – Mobility	– Inability To Focus on Screens – Sense Of Isolation – Less understanding (for some people)

E-learning allows people to learn at their own pace and however they want. A good online course is engaging and challenging. It invites students to participate, motivates them to contribute and captures their interest and attention. It capitalizes on the joy of learning and challenges students to enhance their skills, abilities and knowledge. A good online course is cognitively challenging.

Conclusion

E-learning increases Student participation, engagement and knowledge retention, while reducing costs and problems associated with traditional learning. Online learning is more than a trend: it is a reality that has taken place for several years to establish itself as a learning solution. It offers more freedom to manage your time, to follow your rhythm and to access various learning resources, with the addition of the possibility of remote exchange and collaboration without having to attend face-to-face classes.

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Public Speaking and Giving Presentations

Introduction

A presentation requires public speaking. Whether at school, at work or in everyday life we may be required to give a presentation, introducing yourself to a person is a form of presentation, it is used to give information about oneself or about a project, lot of people are uncomfortable with public speaking, which is my case. How can you think about giving a great presentation when you're worried about even giving a basic presentation about yourself? Presenting involves speaking to a specific objective, coordinating that speech with a series of images or slides that are designed to reinforce that objective, and measuring the outcome. Public speaking is a more generalized set of spoken communication skills.

Presentation

The presentations allow you to explain in depth and in a structured way a particular point. Speaking in public will, on many occasions, require the use of slides to accompany the speech. Slides allow you to communicate information to an audience. Learning how to give a good presentation comes with some training.

Before the presentation:

1. Plan and Structure Your Speech
A long, disjointed presentation will not easily capture the attention of your listeners. You must make a clear, precise presentation so people can remember what you said.
2. Don't Overload Your Slides
Your slide must not be too much loaded with words or images.
3. Practice
If you practice your presentation often before doing it, it will be easier for you to remember what you are going to say without reading your note. Practice your presentation allows you to work on it and solve all kinds of problems in your notes and slide to make the presentation itself more fluid.
4. Dress appropriately
You must dress appropriately. Wearing good clothes can put you in the right place for a good presentation. You also need to feel good in your clothes, so find a compromise between nice clothes and comfortable clothes.
5. Make an effective conclusion.

The introduction and conclusion of your presentation are the parts that people will remember the most. Therefore, make an introduction that gets straight to the point. You will need to remember the three most important points and make sure your audience knows why they need to remember them.

During the presentation:

1. Do not speak directly!

To get to be yourself, you must start by having a speech that looks like you. When you don't feel comfortable in public, you want to rush things by telling yourself that the sooner the presentation is finished, the sooner it will be over. This behaviour reflects your fear and your lack of ease.

2. Slow down your speaking speed!

While it is essential to start slowly, it is also important not to go fast.

3. Think about your language!

Communication does not only happen through the voice in public speaking, but gestures also count as much as words. The position of your arms, your smile, all this influences the perception that your interlocutors have of you.

4. Watch individual audience members!

One of the worst things of speaking in public is holding the eye contact with your audience. Usually, people who are uncomfortable about it fixate their PowerPoint presentation, look around or continuously. Unfortunately, this is the best way to disconnect from your audience, who will feel that you are not really conversing with them.

After the presentation:

1. Engage your audience!

To make your presentation memorable and interesting, you need to interact with the people who are listening to you. Ask them if they have questions about your presentation.

2. Thank your audience!

You must thank your audience for listening to you.

Conclusion

When giving a presentation the important thing is not to ignore your fears, you must do it and find a way to transform your fear into strength. It is important to tell yourself that the public is not there to judge you but to listen to what you have to say, it is a challenge that it is important to do to help you progress and fight our fears for those who have difficulty speaking in public. Therefore, it is necessary to prepare properly to avoid any incident that could cause you to lose track of your slide. Your way of organizing your speech, according to your logic, your conviction can help you as well.

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