



ACADEMIC AND EMPLOYABILITY SKILLS

(BMSW4001_LON)

Reflective Report

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1.0 Executive summary

In the following report, my Experience at the time of presentation and cover letter assessment takes place. The description step of Gibbs reflective cycle reflects my own practice before the time of presentation. Then feelings, of mine and my team members are reflected. As a leader, I take all the responsibility of a team and presentation. At each of the cross-questioning of the audience and invigilator, I give the answer with confidence, which marks the good impression of our group on invigilator. Still, due to some mistakes such as the use of a few examples in presentation deduct the marks of the whole team. But feedback forum reflects most of the positive points of mine such as well prepared, Eye contact, body language which boosts my confidence. Feedback of the invigilator either positive or negative both of them help me to prepare me for employment in the future as well as my cover letter and presentation writing skills also improve after following this feedback forum.

2.0 Introduction

Gibbs reflective cycle which was given by an American sociologist Gramm Gibbs in 1988 help people easily write or think systematically about the experiences which are faced during an event. Gibbs's reflective cycle takes place majorly in six steps. With the help of which all the events which a person faces easily identified (Van, et. al., 2016). The following report discusses the life event of presentation and cover letter given in the past and on the basis of feedback, it is analysed how those feedback or outcomes help to boost employability, writing or presentation skills and academic progression. In every six steps, different stages of experience of presentation are discussed.

3.0 Step-1 Description

I started with a presentation and a practice on a cover letter that I had to do in class. I read the key points and principles that I had to use in the presentation. I already had a presentation experience that I gave in schooling (Ahmad, 2016). Nevertheless, I did detailed research on the presentation and the cover letter, so that my skills and way of writing and speaking would increase. After research, I analysed that my way of writing is not so good that it affects the audience and the investigator. Therefore, to improve my writing and speaking skills, I learned some good synonyms. According to my belief that practice makes a person perfect so, I tried some practice tests online, where I found more of my weakness as if I analysed that I was pronouncing and spelling the synonyms which were wrong in my presentation due to which my presentation is gone worst instead of innovative (Traver, et. al., 2015). After analysing my weakness, I relearn the synonyms and this time I wrote all the synonyms on different notebooks. I made proper eye contact with the audience and the invigilator at the time of presenting my work, to eliminate my weakness about how to talk and how to present. I clearly and concisely highlighted the main points of my presentation, so that I could accurately answer all questions from the audience. Even my team members attracted the attention of the investigators by their fluent communication skills. Finally, I got a response from the inspector where I came to know of my strengths and weaknesses. According to the feedback I got good marks for eye contact, time management, talking clearly, gestures, etc. But I got few marks on the conclusion because the conclusion was not clear and expressive. Overall this feedback will help me to improve my employment skills so that I do not make such silly mistakes at the time of my interview or give a presentation in the future (Smith, et. al., 2015).

3.1 Step-2 Feelings

I felt great that all my team members chose me as the team leader. But my responsibility for the appointment as a team leader was increased as all the questions from the presenter and audience were faced (Kirk, et. al., 2017). I was quite nervous at the time of the presentation and felt ashamed in the eyes of the invigilator and the audience. But after the presentation, I felt good that I did not let my hidden weakness (shame) be revealed in front of the audience. But I should have focused on a few more examples as

well as key points so that my marks would not be cut due to the lack of examples in the presentation. The audience and invigilator always boost me and my team confidence by giving positive vibes. Even at some points I was stuck and confused but due to the positive environment, I was inspired to finish my presentation with excellence (Nicol, et. al., 2016). The audience, me and my team members were very happy with the presentation. The presentation had a lot of flaws, but overall it was liked by the investigator and the presentation never let anyone get bored with those who came to analyse and inspect our presentation (Arkoudis, et. al., 2014).

3.2 Step-3 Evaluation

At the time of giving or presenting the cover letter and application, me and my team members came to the stage with good gestures, which made an aggressive transition. Before the time of the proceedings, all of us had decided what guidelines we should follow to make our presentation and cover letter accurate. Therefore, our practice or discussion before presentation had boosted our confidence. The presentation began, where each team member participates equally, which indicated that all team members had come prepared for the presentation (Johns, 2017). In the middle of the presentation, we realized that no one had prepared an important point which would have spoiled our presentation and reputation. But I did not let that situation come in front of the audience and shifted the attention to the picture and flow chart in which I was very good and my technique worked and the audience did not realize the weak points of the presentation. But the invigilator caught those mistakes and asked cross-questions, for which I had come to practice several times, so I responded to cross-questions accurately with smartness, having result invigilator impressed with my smart answers. The presentation started again with the flow, in the meantime, many times the audience ask questions with me and my team and we answered all those questions with accuracy so that the questions of the other people related to it were also solved. After all, this strategy of practice and team bonding gave the presentation a good ending (Pocock, 2013).

3.3 Step-4 Analysis

Many things were analysed after writing the cover letter and giving the presentation on stage. The investigator's feedback forum helps me to analyse my strengths and

weaknesses. My well-prepared faith helps me to submit the application as per the presenter's expectations. We (me and the team members) completed the presentation in a timely manner so that all topics related to the presentation were covered, and even solved all the questions from the audience in a limited time (Potter, 2015). This time management skill will not only help me to achieve the intended target but also supports me to build my future according to my choice. I have to be very serious with regard to pronunciation, speed of speech and variety of speech in volume because, due to the lack of these things, my feedback form did not achieve that excellence which I expected. This feedback forum only reflects my current performance. But if I know my ability and weak point through this performance then it will definitely help in my career (Oham, et. al., 2016).

3.4 Step-5 Conclusion

After watching the incident, I found that my practice is not so good before my presentation. I practice a lot of time but I am not focused on all phases of practice. Even I learned a lot of pronunciation and read spelling twice but due to a lack of attention, all my practice became useless. Because I got a negative point for my mispronunciation, which means that my well-crafted perception is my prerogative, I'm super confident after practicing before the event which is completely wrong (Echeverría, et. al., 2014). If this presentation or cover letter writing exam happens again, I will definitely work on my weakness and not leave it to a confident attitude, which is why my feedback forum is a few steps back towards stage excellence. Skills, in which I will work in the future, speak with correct pronunciation and make my speech speed as natural as possible (Nicol, et. al., 2016).

3.5 Step-6 Action Plan

In the future, I will follow all the promises that I have made with me such as pronunciation correction, speech speed. Because these skills will help me in employment and educational progress, I often make promises and break them after a few months (Gibbs, et. al., 2013). But this time I will make sure that all the promises I make are never broken. I will also take offline classes to enhance my speaking skills. The last time I finished my practice was because of which my performance was affected. But now this time, I will take online as well as offline classes to start my communication as well as improve the

skills imparting presentation, so that if such events or events happen again in the future I will do my best (Gua, 2013).

4.0 Conclusion

In the reflective report, the experience of the presentation and cover letter examination is taking place. The report has major six steps such as Description, feeling, Evaluation, analysis, action plan. In each of the steps, the experience of the presentation and cover letter submission is discussed. In the very first step basic description about my practice for the presentation and cover letter taking place, further feelings of me, my team members with respect to the audience and invigilator are discussed. Then Evaluation and Analysis of the experience of an event, on the respect of feedback (Received from invigilator) has been taking place. At last conclusion and further action plan are discussed that how the feedback of the teacher helps to enhance the employability skill as well as boost the confidence at the time of interview facing.

5.0 References

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6.0 Appendices

Appendix 1



Academic and Employability Skills (ACE) – term 2

BMSW4001

In-class exercise 1: Cover letter writing

Student Name: PINAR ALTINTAS Student ID: 1818319

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Ex.1

Choose of the jobs provided by the lecturer. Read the chosen job description carefully. Write a cover letter as if you were going to apply for the job.

[Your Name] PINAR ALTINTAS
1 Any Street, Anytown
22 DONVILLE CLOSE
LONDON
N20 0TR
TEL: 07786945231
EMAIL: pnr.a@hotmail.com

[Hiring manager's name] Miss Penny Zloty
[Hiring manager's company name] Cash & Treasury Managers
[Today's Date] 14th NOVEMBER 2019

Dear Miss Penny Zloty

I wish to apply for the role of Accounts Assistant.

I am writing in response to your job advertisement. I am so interested in Accounts Assistant job position. I really want to achieve this job. I'm currently studying at University of Wales Trinity Saint David, and looking for a job.

I have read your requirements in the job description. I am sure, I am an ideal candidate for this job role. I have worked in Stoke Exchange Accountant department for 5 years.

Lecturer's signature: _____ Date: _____

Appendix 1



Academic and Employability Skills (ACE) – term 2

BMSW4001

In-class exercise 1: Cover letter writing

I have also worked in administrative support to provide excellent service to students on IT service. Please see my CV to know about me. "Thank you indeed."

Example?
My excellent communication skills allow me to ~~response~~ people and complete the tasks. I can easily adapt in working independently. My willing to learn ability is always helps me to achieve in my life. I know that my can do attitude, experience will perfectly fit in this job role to bring more success in your Company. My passionate is the complete accurate daily tasks and report it to the Cash & Treasury Manager and operating alongside four other Bank Reconciliation Assistants.

✓ I would be thrilled to have an opportunity to personally interview and meet yourself. If not me, I would wish you the best of luck to find the right person.

Yours Sincerely
Pinar Altintas

A very good first attempt, Pinar.
Remember to focus on impact rather than tasks. Well done!

Lecturer's signature:

Date: 14/11/19

Mini-presentation Feedback Form

Student presenting: Pinar

Date: 19/12/19

SCORE: 5=Excellent, 4=Very Good, 3=Good/Average, 2=Poor, 1=Very Poor Intelligent Empathy

Topic:	5	4	3	2	1	Comments
DELIVERY						
The presenter delivered the material in a clear and structured manner	☒	☐	☐	☐	☐	Good use of 'you' to engage and... Confident delivery Precise pronunciation of keywords + use variety of tone/volume. 'cliche' Well prepared. Well done.
The presenter was knowledgeable about the topic and any related issues	☒	☐	☐	☐	☐	
The presenter maintained my interest during the entire presentation	☒	☐	☐	☐	☐	
The presenter was enthusiastic about the topic	☒	☐	☐	☐	☐	
The presenter was well organised and prepared	☒	☐	☐	☐	☐	
Eye contact was maintained	☒	☐	☐	☐	☐	
Body language was appropriate	☒	☐	☐	☐	☐	
Time for presentation used effectively	☒	☐	☐	☐	☐	
The presenter was able to present the material without excessive dependence on notes	☒	☐	☐	☐	☐	
The volume was appropriate	☒	☐	☐	☐	☐	
The presenter spoke clearly	☒	☐	☐	☐	☐	
The pace of speech was natural	☒	☐	☐	☐	☐	
There was a clear introduction	☒	☐	☐	☐	☐	
There was a clear conclusion	☒	☐	☐	☐	☐	
CONTENT						
The topic was interesting	☒	☐	☐	☐	☐	
The presentation was concise and informative	☒	☐	☐	☐	☐	
The presentation contained good examples	☐	☒	☐	☐	☐	
Content was relevant to the topic	☒	☐	☐	☐	☐	
Relevance to the module	☒	☐	☐	☐	☐	
OVERALL PREPARATION	☒	☐	☐	☐	☐	
POINTS AVAILABLE 100						LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE PRESENTATION. 
POINTS EARNED —						
GRADE — %						

Please note the above grade is for general/feedback purposes only, you still need to reflect on this presentation in your written assignment and attach the scan of this page as an appendix.