

Academic & Employability Skills

BMSW4001_LON

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TABLE OF CONTENTS

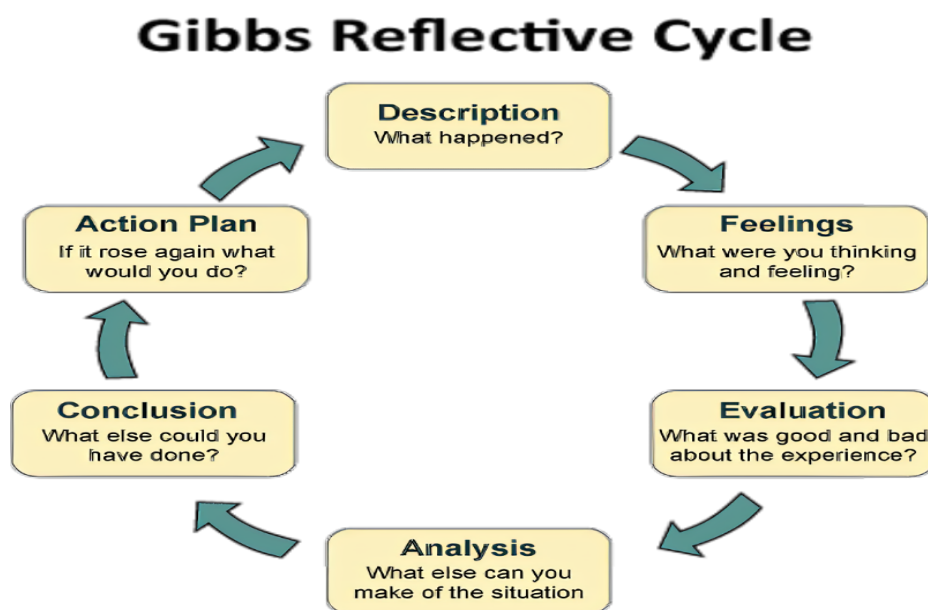
TABLE OF CONTENTS.....	1
1. INTRODUCTION.....	2
2. GIBBS MODEL OF REFLECTION.....	3
3. TIME MANAGEMENT	3
4. PARAPHRASING.....	5
5. CV WRITING	6
6. PUBLIC SPEAKING / PRESENTATION	7
7.REFERENCES.....	9
APPENDIX.....	10

1. INTRODUCTION

Reflection is a method of evaluating yourself, your job habits, and your study habits, simpler reflection means to consider something. Reflecting on your own experiences and creating a piece of self-reflective writing is becoming an increasingly crucial part of education and knowledge. Reflection is important because rather than doing things the same way you have always done, reflecting allows you to improve your talents and assess their efficacy. It is about positively examining what you do and how you do it and then you decide if there is a better and more effective way to do it in the future. (The Open University, 2019) In this report, I will reflect on four topics that we have learned during this term of Academic and Employability Skills. The topics are, time management, paraphrasing, CV writing and public speaking/giving presentations. I will reflect by using Gibbs Cycle Model of Reflection.

2. GIBBS MODEL OF REFLECTION

When Graham Gibbs published his book “Learning by Doing” in 1988, the Gibbs Reflective Cycle was first recognised. Professor Gibbs’ innovative system uses a cyclical sequence of reflecting tasks to enhance learning from training and experience. Gibbs’ Reflective Cycle has since become a standard tool for healthcare practitioners, staff planners and university professors. It is also well-known in the workplace. Learning The Gibbs Reflective Cycle has the potential to inspire serious thoughts. It is a self-analysis and management technique that guides people through the process of thinking openly and regularly about their knowledge. Also, it motivates people to make sense of their actions and figure out how to improve their performance in the future. Gibbs Reflective Cycle is taking a person through six stages of experiencing something new. These are the six stages: (smith, 2021)



(www.sampleassignment.com, n.d.)

3. TIME MANAGEMENT

Time management is recognized as a must to have in our lives. All individuals should practice how to use the time efficiently. A lot of us are having a very busy day including work, family entertainment and without a good use of time we will not be able to achieve our goals. Good time management means stress-free, more complacency and achievements. More significantly time management is a notion that deals with how to manage your time efficiently. According with the timing every person should organise all the chores and duties.

Regardless the age or the occupation, every person implements all his functions in accordance with the time; he becomes more discipline, more professional and competent. Time management allows everyone to select how to best utilise these valuable resources and expands their knowledge of how to spend their time productively. (Kapur, 2018)

DESCRIPTION: It was the first day for me attending to my class at the university of Wales Trinity Saint David. The module for this term is ACE (Academic and Employability Skills) and one of the topics that we learned is about time management. When I went to the class my lecturer unfortunately, she couldn't attend in person, but she attended online. Most of my classmates were online and few were in class. The lecturer started introducing herself to us and so we did. After the acquaintance, she shared her computer screen to us and started teaching the first topic. She had made some PowerPoint slides and she showed us different methods of how to manage time efficiently.

FEELINGS: Before coming in the class, I was very anxious, and I was feeling very shy. When I started talking with my classmates and my lecturer, then I felt calm and more relaxed. As my lecturer was teaching us about the time management, I was noticing a lot of noise and people talking together. I was not able to understand what she was explaining to us because the noises from the background couldn't let me concentrate. I think also that because my lecturer was online that this was a disadvantage for me that I was in class. When the lesson finished, I was so confused and overwhelmed about what happen that day and I was feeling that I didn't absorb all my lecturer's important information. I felt that also my classmates that was in class had the same feelings us me.

EVALUATION: A positive thing that I can mention about the situation that I was in; it was that I kept some notes on my notebook from what my lecturer taught us. With these notes and getting back on my Moodle, from where my lecturer showed us the some of the methods of how to manage our time, I was able to get a backup. The sad thing was that I was going to be able to know more if the lecturer was going to be in class and more important if my classmates where more quiet.

ANALYSIS: I was thinking that I didn't get all the appropriate information about the topic, and I went home to do some research that helped me to gather more material. I put my lecturer's notes together with my findings and it helped me better to understand the meaning of the topic.

CONCLUSION: It was a nice opportunity for me because of this situation that happened, made me to start searching for information and advanced my research method skills.

ACTION PLAN: In order not to have issues in the future I will not be shy to ask my lecturer to repeat herself for something that I didn't understand and next time I will be able to express my concerns to my classmates about being quiet and respecting the speech cycle. As for how I will improve my time management skills, I will give to my tasks time limits and I will deal with stress effectively.

4. PARAPHRASING

Paraphrase means when you are retelling another piece of literature using new phrases or words while maintaining the same content, typically changing the language because of averting doing plagiarism. Also, to avoid replicating an original source directly, paraphrasing is a crucial communication method, especially in research articles. (Ellis, 2021)

DESCREPTION: On the fourth week at university, my lecturer teaches us about paraphrasing. It was not a strange topic for me because I was practicing on that topic as well when I was attending to school. My lecturer shows us the PowerPoint slides that she made for us, and she started explaining what is paraphrasing. She also gave us some texts to work on that. Then all of us lowered our heads and began to write.

FEELINGS: When I started to paraphrase the text, I got stuck as it was not coming to my mind any synonyms and I felt very anxious. Then I remembered that our lecturer told us about Thesaurus. Thesaurus is a book or electronic resource that lists words in groups of synonyms, antonyms, and related concept. So, I went online, and it helped me a lot for paraphrasing the text. Also, she shows us a lot of examples how the original text was paraphrased, and it helped me to understand how I can change the structure of the text, also, how to change the time of the words. When I finished and I read out my work I noticed that I did well as the meaning was the same, but the structure was different with a lot of synonyms. I felt very happy for myself because I was able to understand the text and bring it out with my own words.

EVALUATION: I was very grateful that I had the chance to have a repetition of how to do paraphrasing. Also, I was lucky that my lecturer shows me different paraphrasing techniques because these techniques can help me on my academic studies. As a student I need to have an organised thinking, good communication skills and confidence and I can gain these skills by practicing on paraphrasing.

ANALYSIS: My experience on learning how to paraphrase was excellent. I gave very good attention to my lecturer and I was listening to her very carefully when she was explaining. I also went home and practice myself with different texts, went through Thesaurus and do different exercises according to paraphrase. Doing all that, helped me to gain more knowledge about how to do it correctly.

CONCLUSION: From this class I learned a very useful skill that need to have for my future studies. It helped me understand the meaning of an occurrence and avoiding me of doing plagiarism. Also, it increased my understanding and give credibility to my work.

ACTION PLAN: In the future I will carry on practicing on my work so I will be able to get outstanding feedbacks. I will also practice more the skills that I need for this field and aspects because good practice brings perfect results. Last, I will read more articles and books and will practice on how to write down the main contain of the text.

5. CV WRITING

A CV is important element of any job search and it's a terrific way to consolidate all your abilities, experiences and capabilities into one document. In fact, an interesting CV could mean the control between having an interview but not taking the job. A CV (sometimes called Curriculum Vitae or resume) is a written summary of your job experience and qualifications. The most popular is to send to potential employers when they are looking for work, but they can be used for variety of purposes, too. There are a few important points that we need to include in our CV like: personal information, personal statement, important skills, education and abilities, hobbies and interests. (Rolfe, n.d.)

DESCRITION: It was the seventh teaching week at my university and the topic that my lecturer teaches us was about CV writing. She went through the PowerPoint slides, and she started explaining. She shows different websites and very important things about how to make a flawless CV. In addition, she gave us to watch some examples of a UK CV how the structure of it and it has a lot of useful information that I didn't know.

FEELINGS: Before my lecturer shows us how we can make a nice CV, I was thinking that I already know how to do it. After I realise that I was wrong. I was confused because I have

done CVs before but obviously there were very sketchy, and I was using them for low positions jobs. I felt that I was very lucky that it was given to me this important opportunity to learn how to do a good CV for my future job position, after finishing my studies.

EVALUATION: The bad thing about this situation was that I was expecting from myself to know about how to write a CV. In the other hand, the good and most important thing was that I had the chance somebody to teach me and show me different websites and sources to learn how to do it correctly. My lecturer also mention that we don't have to put our picture or age because most of the companies reject people because they are not happy about the appearance or their age and that was a very useful information.

ANALYSIS: More specifically, I am now able to understand what a CV is and how its structure needs to look like for me to get the job. I am also able to put my personal information in the correct order and as my lecturer said, to put the all the recent qualifications and achievements at first and then all my past content at the end.

CONCLUSION: From this situation I learned a lot of useful and important elements. In a CV is necessary to mention all the skills that you may have because it will give you more opportunities. I need to improve some of the skills that is important to apply on a CV which are: Computer Skills, Transferable Skills and Leadership.

ACTION PLAN: There are also general skills and behaviours that will assist me in succeeding in any job environment. By understanding what abilities are vital for my intended career and how to increase my skills set, it will help me succeed. So, in terms of doing all that I will need to concentrate and carry on my studies.

6. PUBLIC SPEAKING / PRESENTATION

Speaking to an audience has numerous advantages for both individuals and businesses. It is essential in businesses, government, and culture. The definition of public speaking is essentially a live presentation in front of an amount of people. The purpose of this talk could be to inform, captivate, or impress the audience. To augment the discourse, visual aids in the form of an electronic presentation are frequently used. The listeners will find it more attractive because of this. An online speech is not the same as a public spoken presentation. The online one can be viewed at any time. Public speaking is usually restricted to a certain time or location. Slideshows are frequently used in the virtual presentations, Alternatively,

they can employ pre-recorded footage of a speaker. This compromises audio and video records of a live public speaking performance. (Spencer, 2018)

DESCREPTION: It was the tenth week in university when I had to give my presentation in front of the class. I am travelling from far and unfortunately that day one of the trains that I use to go to the school was not working. I was panicked because I did not know what to do, then I calm down and I ask one of the officers and they advise me what route to take. Finally, I manage to arrive to university on time. When I step in the class, I was expecting to see some of my classmates in, but no one was there, except my lecturer. Slowly- slowly my lecturer started to ask us to start our individual presentation.

FEELINGS: It was the first time for me giving a live presentation. I was shaking and my heart was beating very fast. The lecturer asks who is going to start first and one of my classmates took the initiative to start. As I was listening to him, I was noticing that he was talking for more that five minutes that was our time frame. After a couple of presentations, it came my turn to speak. My voice changed and I was feeling very shy. I presented the slides that I made about my intended career. When I came to the end of my presentation, my lecturer started making some questions to me that made me feel comfortable. We started discussing my career and she told me something that I have never thought before. She said that I can be someone and I can have a better position in my current job, and that made me feel thinking different of what I was thinking before.

EVALUATION: After finishing my presentation I felt relieved. I was very happy that at least I try to make it till the end. It was not as difficult as I thought. The only thing that I didn't expect was that we had the opportunity to speak more than five minutes. If I knew that, I was going to present more information than only read my bullet points. Also, I didn't except that I was not going to stand up but because I was the only one in the class and it was no point to do that.

ANALYSIS: Next time I would like to have my classmates in class so I can feel how is to give a proper presentation. To give live presentations and not having someone to see rather that just a screen it is not right. I wanted to feel how is to stand up and talk to your audience. I am thinking that next time, if my classmates will be in class, it is going to be the same difficult for me as it will be again a new experience. Also, my next presentation it is going to be with less information written on the slide and more information spoken by me.

CONCLUTION: From this situation i am aware of what a presentation is and how I will perform better next time. My lecturer was very helpful and an understanding person for all of

us and I will use whatever she advises us for my future presentations. Again, I can say that if we were all in class, it was going to be a proper presentation. I hope in the future it will be like that.

ACTION PLAN: On my upcoming presentation I need to work on some of the skills that will make me present better. I need to work on my feelings because I am always anxious and unconfident. I will do a lot of presentation practice at home for different topics. On my next presentation I promise myself that will be more confident, and I will impress my lecturer with my skills. By doing all that, I will be also confident for any kind of presentation that I will have to do in the future not only at university but also at my workplace.

7.REFERENCES

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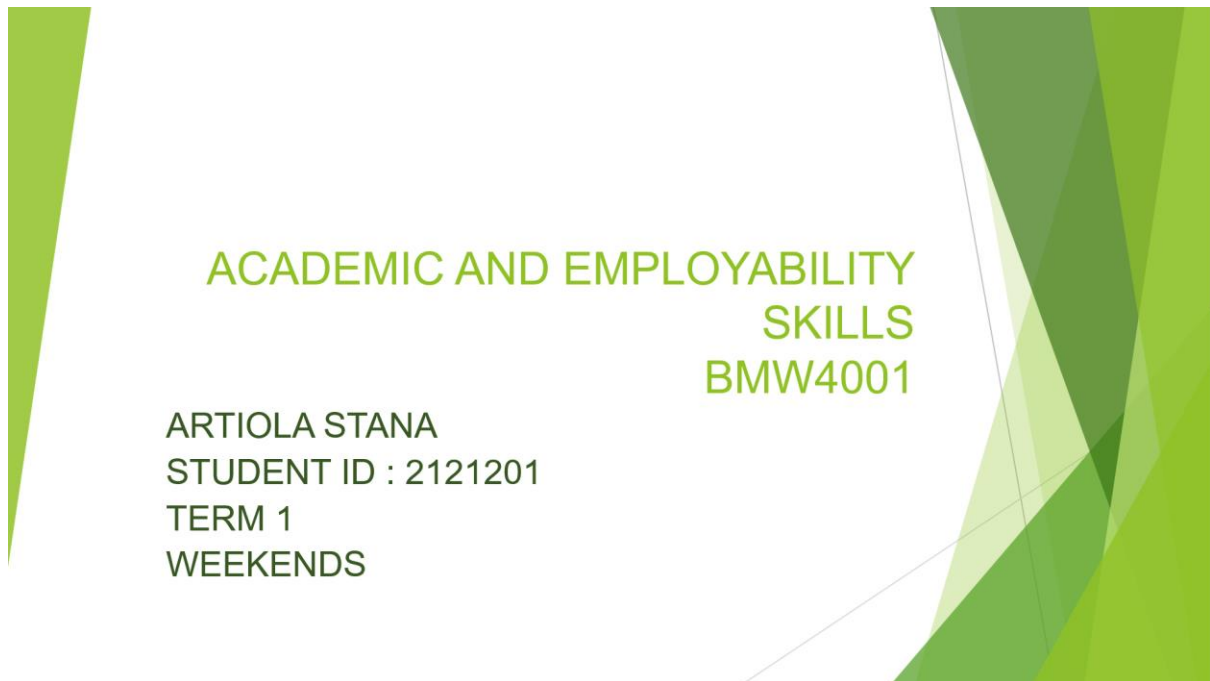
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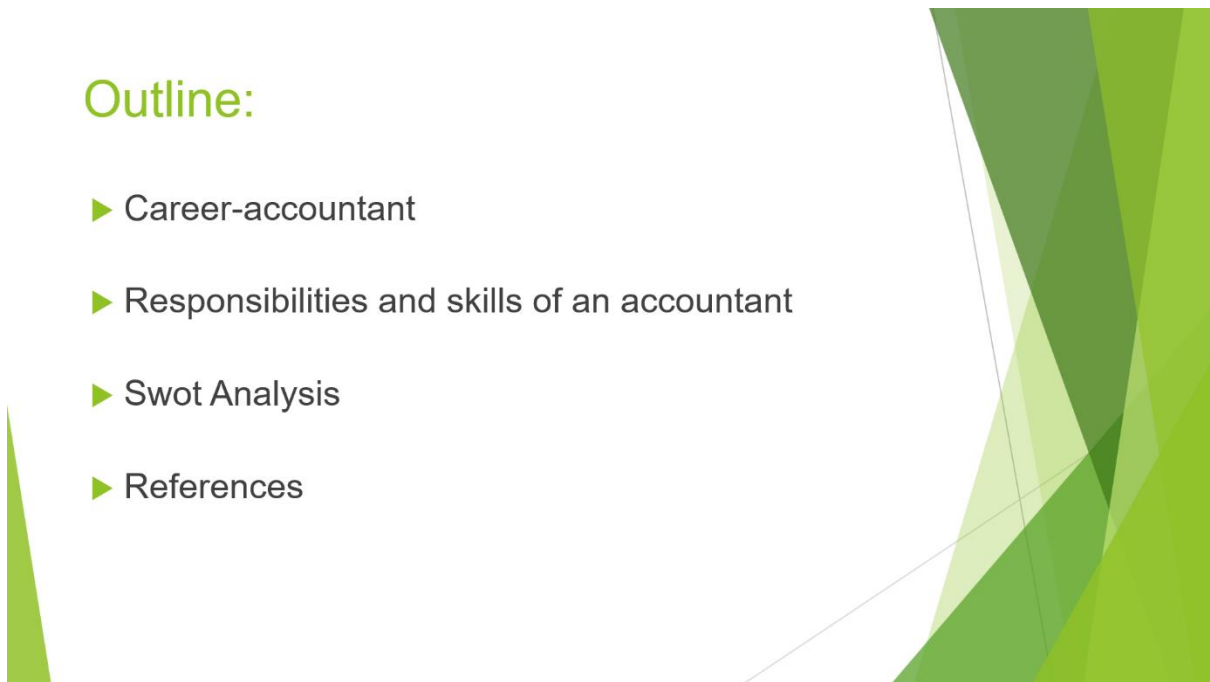
APPENDIX

Screenshots of my presentation:



Outline:

- ▶ Career-accountant
- ▶ Responsibilities and skills of an accountant
- ▶ Swot Analysis
- ▶ References



Career- accountant

What is an accountant:

- An accountant is an expert who is in charge of controlling and construing economic records.
- The majority are in control of a variety of economic activities , whether for individuals clients or for bigger partnerships and associations.
- Accountants can be also bookkeepers (Miller, 2019)

Responsibilities:

- Insuring the certainty and conformity of economic documentation with applicable laws and management.
 - Essential economic documents must be prepared and kept up to date.
 - Preparing tax forms and insuring that taxes are paid on time and accurately.
 - Appraising financial actions in order to promote best practises.
- (Miller, 2019)

Skills

Soft skills:

- Pay close attention to the details.
- Keep information correct and structured.
- To effectively obtain data and numbers from their clients.
- To adequately define the findings of their research and convey them in written reports. (Miller, 2019)

Technical skills:

- Business acuity: must understand the core functions of a firm in order to effectively evaluate financial data.
- Computer knowledge: to perform effectively, be able to use complex accounting software and other computer-based tools.
- Mathematics: Being an accountant necessitates a strong mathematical background, math abilities are vital for analysis, comparing and interpreting data. (Miller, 2019)

SWOT ANALYSIS

STRENGTHS • Good communication skills • Organisation skills • Ability to work under pressure • Team working • Problem solver	WEAKNESSES • Emotional • Can get stressed easily • Can appear shy in front of large groups • Self confidence • Accounting / Financial Skills
OPPORTUNITIES • Studying at UWTSD • Useful activities at UWTSD • Gaining valuable skills • Certificate year in higher education	THREATS • Failure to achieve the grades that I need to pass • Not maintaining an effective work balance • Coveted job

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