

# **University of Wales Trinity Saint David**

## **Academic and Employability skills**

**BMSW4001**

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## **INTRODUCTION**

Public discussions about methods of getting students and graduates fit for their profession and college life have increased (Baker and Henson, 2010). This is difficult to ignore the ramifications of such preparation. Profession-ready complies with three main competencies, including specific learning credentials and the capacity to adapt such skills to circumstances in daily life and to act within the context of a job and everyday life; employability qualities such as competence and analytical thought, which play a key role in a profession; and technological abilities to build a distinct career pathway.

Academic skills include concepts which enable students to learn professional skills. We train students for jobs and employment at the post-secondary and post-secondary level. To survive in a modern economic and employment environment, each student needs fundamental academic knowledge (Zinser, 2003). Students ' academic skills enable them to learn high without remedy. Employability skills thus allow students to use their qualifications in the sense of their job and profession. In complicated technology papers, correspondence, memoranda and recommendations the employers also use detailed written communication; they must, therefore, be prepared sufficiently for the intellectual creation, review and usage of these materials.

## **GIBBS REFLECTIVE MODEL**

I am using the Gibbs paradigm (1988), a comprehensive learning process, to address my college credentials and skills courses. The model is a 6-stage process that explains the circumstances, discusses emotions, reviews information, analyzes, summarizes and presents an action plan.

### **DESCRIPTION:**

The professor has taught us various learning and job skills throughout the entire course. The professor has taught us the various approaches to time management in the first place. I have learned how to create and implement my growth strategy, how to optimize my student effort, how to make energy production and how to manage the commitment of the to-do list. Eisenhower also clarified methods and models to our instructor. The professor often clarified how to gather appropriate knowledge for use in published papers, articles, theses and programs. The main factors described included taking notes from lectures and seminars, taking notes, review of the evidence, finding appropriate scientific evidence, reasonable sources and reviewing website content.

In scholarly writing, these factors are especially significant. The professor went on to show us a couple of other scientific methods. For starters, how to purchase and use vocabulary, how to improve sentence structure and corpse paragraphs. I have learnt much regarding grammar and language usage (Stephens and Hamblin, 2006). The lecturer provided us with a short guide on academic composition, simple dissertation frameworks, and the form of paragraphs. With this guideline, I've built my expertise to support my academic awareness by knowing the multiple language directions. I have also found many avenues to explain clause form, sentence forms and scholarly essays.

Paraphrasing was another significant part of my research. Through studying and implementing these instances I discussed the necessary paraphrasing measures. Above all, I learned in academic writing the position of comparison (Atkins, 1999). In brief, the lecturer taught using the 2018 Harvard Study Guide and a variety of research activities in Harvard analysis techniques. I studied about reading and the key distinctions in an article and a text had been published in a published practice. I've acquired more experience on how to paraphrase or restart a source.

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We explored the way to improve our public speaking abilities and to include PowerPoint descriptions and strategies at the end of the first word. I discussed the most success using PowerPoint, how my presentations should be made, the position of body language and issues the speaker wants to learn regarding individuals or the crowd. I started to compose curricula vitae in term two. When developing a CV, the professor showed us the main topics to remember. For starters, I have noticed that a one-page CV creates a strong impact because it's quick and timely. Before my career interview, I have discovered the key terminologies and the keys to excel in an interview.

An important guide in this section is the five suggestions provided by a Harvard Career Counselor. I have discovered how the odds of interviews are strengthened by positions. The professor clarified the many directions in which an interview can be transmitted, how to address queries, my hopes for the future and whether it is necessary to evaluate the poor and powerful issues. The professor taught us how to compose a strong and polite letter to apply for a position.

The professor provided us with basic analytical skills. I have written about a scientific study, six-stage writing and secondary and primary analysis disparities. I also studied how to pick a controllable topic for study and how to develop a good subject (Saunders and Zuzel, 2010). This involved using several exercises to determine if the subject is too narrow or broad. By introducing us in his conceptions, in his steps to draft a reflective report, to the implementation of reflective practice and the use of the learning model, the lecturer examined reflective writing.

### **FEELINGS:**

There are split my thoughts about technical abilities and employability. I found the learning both exhausting and significant, particularly in academic writing. For starters, during the academic writing class, I noticed that well-refined scholarly research requires to have a sophisticated

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knowledge of terminology, grammar and design. I discovered from other types of writing that scholarly writing is exceptional. The specifications are often specific and specified in the manner in which grammar, sentences, paragraphs and sentence laws are created. In addition to knowing academic cabling standards and practices, every student needs to follow the formats of writing for different types.

I find that a student should take many instructional measures and strategies. That is why I learned many methods and phases of scholarly writing in detail to produce an analytical article. I then noticed that the writing of an excellent university project was simple for schoolchildren to be frustrated, particularly if they needed knowledge into certain communication skills and language speech functions. Whereas references have proven quite challenging, I have learned that literary literature has played a significant part, for example, how a writer borrows and incorporates the works of other writers (Lerman, 2013). I have learned that if other authors don't mention the works correctly, it is plagiarism.

The use of the work of the other authors without recognition may lead to termination of this serious offence. Alternatively, their usage provides data to endorse scientific findings and conclusions. Using credible citations, you have studied scholarly and online references sufficiently. This also demonstrates that the speaker respects the writers by recognizing their opinions. Using references helps the authors, by using them in the reference list, cited works and bibliographies, to trace and recognize the sources included in the writing.

### **EVALUATION:**

I had gained a lot of knowledge of grammar, use of vocabulary and sentencing structures from my university and employment skills course. Throughout the past, I have always struggled to establish a study topic, that it and concentrate on a single research concern. However, I can easily develop

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a research question through this course, I can identify the appropriate sources and use them to develop my paper. I am appealing to be a follower of scholarly writing because I have studied how to build corpus paragraphs and penalty clauses. I'm quite disappointed with referring to given these changes.

The course concentrated primarily on the type of comparison of Harvard. Seeing that there are various other types of comparison such as MLA, Chicago and APA, I have a misunderstanding on which typeface I am to apply for. Various fields also involve the use of various types of writing as specific forms are used for writing and arranging material on publications. Often, I consider it challenging to grasp the knowledge presented by other academics (Jackson, 2012). This then poses the task of accurately summarizing or paraphrasing the plays.

I always face the difficulty of discriminating between reliable and untrustworthy media. I always see that the author of the document, particularly in book sources, writes all the ideas in it. I make the error of using this document to endorse my theories and arguments without any further thought. I have therefore come to know that it is vital to attribute the ideas and information of the sources to the right scholars and writers. I have pointed out also that I need to learn not just to understand but also to assess the relevant sources accordingly.

### **ANALYSIS:**

I found at the end of the course that my academic employability capabilities were strengthened. The effort to write may appear frustrating that the author needs to brainstorm, look at sources, create outlines, drawings and edition. Thanks to this course, I understand the method better and can compose a project in record time. I have established appropriate approaches to analyze, assess the task, and effectively study the references and related knowledge. The goal is to ensure that the article relates to the chosen references and that the findings are easily checked and identified.

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I also improved my writing pace and skills with a time management chat. I have now decided to operate in the correct writing setting to prevent hesitation (Fallows and Steven, 2000). The spelling, vocabulary and styles lecture have helped me to increase my skills while writing an academic paper following the standard structure. Once again, I noticed several holes that need to be changed. The use of different reference styles such as APA, Chicago and MLA should be improved.

### SWOT ANALYSIS

|                 | Positive                                                                                                                                                                                                                                                                                             | Negative                                                                                                                                                                                                                                                                                                                                   |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Internal</b> | <b>Strengths</b> <ul style="list-style-type: none"><li>• I've had good teamwork and expertise management.</li><li>• I have a strong impact on humanistic motivation and association based on the findings of my self-assessment study.</li><li>• I will draw on the thoughts of others and</li></ul> | <b>Weakness</b> <ul style="list-style-type: none"><li>• I don't have any job experience, even part-time work experience.</li><li>• I am poor in problem-solving because as I usually encounter challenges, I cannot consider them from both sides.</li><li>• My abilities are poor in conversation. I'm an introvert and I don't</li></ul> |

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|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 | <p>as a team member in my community work</p> <ul style="list-style-type: none"> <li>• I am good at self-management (Cranmer, 2006).</li> <li>• Without being driven, I will handle my time well to get something done.</li> <li>• I've got computing skills. I have the necessary programming knowledge as well as unique tech kits</li> </ul> | <p>interact well with anyone.</p> <ul style="list-style-type: none"> <li>• If I talk to people, I sound shy.</li> </ul>                                                                                                        |
| <b>External</b> | <p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Through the future of our school, I can find part-time work that will help me learn to improve my curriculum vitae.</li> </ul>                                                                                                                                            | <p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• In the last few years, Chinese students from abroad opted to return home in "explosive" growth trends that will boost competition for jobs in China.</li> </ul> |

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|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>• Because I have previous experience in the UK, I am more employable than most. 65% of foreign staff claim they are now able to work</li><li>• They can recruit students with job experience in international countries</li></ul> | <ul style="list-style-type: none"><li>• The strain on jobs in China and Great Britain. "The British graduates are experiencing the same question, not just Chinese graduates for work searching with anxiety (Collet, Hine and du Plessis, 2015).</li><li>• A "substantial surplus" of unemployed students from previous years has been blamed for the work scarcity and has placed more strain on the labour sector</li></ul> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## CONCLUSION

I also studied my university analysis series, the system of testing and the methods of university comparison. I have developed my time management abilities and I am willing to build and execute a growth strategy for an everyday job. Not only as a student can these abilities benefit me but also

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in the potential working world. Because I have learned not to postpone tasks, I am time effective, observatory and result-oriented. I am qualified to compose and review books, ventures and articles but just academically.

As a professional, only those I encounter throughout my profession will easily attach analytical abilities to practical circumstances. I am also able to achieve critical, reflexive and analytical knowledge to address problems, to resolve problems and to use research-based evidence efficiently and creatively to communicate (Baumann, Ionescu and Chau, 2011). I assume I have learned sufficient scholarly writing skills during this study. I will compose an outstanding thesis article, study project, summary or resume by developing syntax, vocabulary, sentence construction, production of clauses, body paragraphs and reference. This encouraged me in turn to develop academic and career skills.

## PERSONAL ACTION PLAN

Academic and professional life need a certain degree of competence. The way I use time has a significant influence not just on the standard of my research, but also on my potential deliverables in academic learning. My potential efficiency can be decided by efficient time management. My academic writing and time management competencies have improved. With the correct grammar and terminology (Boahin and Hofman, 2013), I will create an article of original ideas. However, I use referring incorrectly, which suggests I ought to think about certain forms of comparison such as APA, MLA and Chicago. I'm going to do this:

- More analysis on APA, MLA and Chicago use.
- I should train using many research approaches in a variety of activities.

## **FINAL CONCLUSION**

Workers with a successful education can earn outstanding start-ups because a good degree allows employees to find employment, but a degree alone isn't enough; companies expect even more of their graduate workforce, they expect employees to be willing to support the business and encourage the organization to stay in an unbeatable role throughout the intense rivalry. I also incorporated eight forms of employability abilities, which are most required by businesses, with comprehensive analysis. Then I did a detailed SWOT analysis via the internet then real-life knowledge focused on my professional expertise and self-assessment. Then I planned for myself an action plan. I shall remain on the plan, and I hope it will help me improve my employability skills after I have completed it. And after graduating, I will get a good job in the competitive job market.

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