

Academic Employability Skills
(ACE)
Report - Reflection

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Academic Employability Skills

1. Introduction

In my youthful age the decision to stop studying was my own and in that moment of my life was the best what I could take. The reasons are not important for the reflection which I am about to begin. Obviously, this fact in my life took me ages later to start thinking return to my studies. I thought this will be a step that I will have to take myself, but it became a family decision as I am adult and mum. I was not sure yet if it was the right moment to do it, but I am convinced is the best for my future.

With this briefly introduction I want to tell how I ended up writing on my desk this assignment where I must make reflection on what I have learned in module Academic Employability Skills. I will use Kolb's experimental learning style where the cycle involves four stages. Concrete learning, I will reinterpret an existing experience. Followed by the next stage, [reflective observation](#) I will reflect the experience on a personal basis. Abstract conceptualization stage is where I will form innovative ideas and last one the active [experimentation](#) stage is where I will apply the new idea to the world around me and see what happens.

2. Time management

I never thought that all the basic skills that I learned when I was growing up such as planning my school week, motivate myself to finish any activity or task, play any group games or strive not to be late, later were going to be so important and necessary for the rest of my life.

This module Academic Employability Skills help me to be open - minded person, to look back and appreciate the effort that my parents did to educate me basic manners that I realise what they have been trying to teach me. Those rules will be useful in my day-to-day life but that been also a skill, ability to do something what I will use every day.

The first term of Academic Employability Skill I did not know what to expect and to be honest I will say that I thought it will be boring.

For my surprise, from the first lessons this module took my attention, when I had to found what is time management, do I have the skill to do it. Where I waste my time? Does my time was spent properly? Until this activity what I have done in my online class I thought I do not waste my time, but as many colleges said the major waste of time is games on my phone, overuse of social media and television. I found out the worst I do to my own health is sleep less because I waste time in those activities.

Time management is ability which I use every day, not always works well as I expect but most of the time. I try to not waste my time and follow the plan I have made. Learning about Time Management has been so positive experience for me, it did change completely my point view make me see how useful I use my time and where I waste it.

There are diverse ways and theories to improve our time management skill the most popular is make list to do. Personally, I never like it but for some persons works. In my experience make a list to do is waste of time.

According to the Wall Street Journal contributor Jared Sandberg task lists are not the key to productivity that they are cracked up to be. He reports an estimated 30% of listers spend more time

managing their lists than they do completing what is on them. The software executive Elisabeth Hendrickson that rigid adherence to task lists can create a tyranny of the to-do list that forces one to waste time on non-necessary activities. This topic in my online class had incredibly positive feedback in my day a day because I realise where my time goes, I make extra effort every day to manage my time better.

3. Academic writing

Advancing the study process in this module Academic Employability Skills I learned what are Academic Skill. I always had the impression I have learned those skills in my early school age. Academic skills are not only reading, writing, presentation or making an exam. For some reason I never think in referencing, paraphrasing, report and essay as academic skill. That part of the module made me realise that my assignments will be more complicated as I ever thought.

I have always been jealous when conversation come up to the theme of how cool school age is. I cannot brag with amazing school experience on the contrary, I would say my experience is not good. I can say I had good teacher trying to do their job best with me. My family moved three times in different countries, I changed a lot of schools, three different languages and always English as a second language. This last one never been priority for me because I had local language to learn. Ages later I decide to move to England with only one purpose which was to learn English in a quick and proper way.

The fact that my family moves many times made some of my academic skills poorly such as writing without mistakes, understanding without confusing or make well-structured sentences. But improved others such as paraphrasing. Many times, I struggled and felt bad trying to say something in separate way until the person to whom I am talking to understands me today become helpful academic skill.

Paraphrase plagiarism identification consists in automatically recognizing document fragments that contain reused text, which is intentionally hidden by means of some rewording practices such as semantic equivalences, discursive changes and morphological or lexical substitution. However, most of these methods fail to reliably detect paraphrase plagiarism due to the high complexity of the task, even for human beings.” (“Paraphrase plagiarism identification with character-level ...”)

Paraphrased material will be lesser than the classic passageway, using a larger market of the origin and condensing it marginally to the best service.

Going through the Academic Skills lessons made me clear how to help myself with writing my assignments. The strong Academic Skills I have will make experience easier and help me pass the assignments. Paraphrasing and Plagiarism are the most common fails in academic writing and in this module, I have learned how to avoid it.

In my online classes the teacher gives us so many paraphrasing exercises which helped me improve my vocabulary. Found out where to look for different words and be more confident on the way to do it. I understood the importance of paraphrasing and why I should not copy and paste someone else's words. How to use in site citation when I really must use authors phrases. Really appreciate that my English improved for academic purposes thanks to this module.

There are many other factors what makes it difficult such as: family and work. Current COVID-19 situation that I really do not want to confess this affects me not only financially also psychologically

and makes difficult my concentration on studies, tasks, work more difficult not say impossible at some moments.

4. Curriculum Vitae and Cover Letter

According to the Cambridge Dictionary curriculum vitae is a short-written description of your education, qualifications, previous jobs, and sometimes also your personal interests, that you send to an employer when you are trying to get a job.

Original from Bulgaria, country where good Curriculum Vitae is starting now to be important and where at school still not obligatory to learn how to do one. I never in my life give importance to understand why is important the CV.

When my family moved to Spain, where I grow up most of my school age what I remember the way to look for a job was leaving CV in any place where you can get job. The only thing what my family knew about this important document is that has to have personal details and some work experience. Hang on one of those papers to any coffee or restaurant was enough for someone to find easy job.

My early memories of learning at school about CV and Cover Letter and the importance of it been around my sixteen's years old in English class. As I said before this never been priority to me and all the tasks what my teacher was giving me also. I still remember when she explained that this was going to be important for our work life one day, but in that age, it was not important for me. With this lesson I remember my ten years older than me sister CV improved but even she never gave importance to the Cover letter.

Later in my life I did create one CV for myself with the notes from that class and the help of Google. I did not found reason to do Cover Letter. When I moved to United Kingdom and had to translate my CV and read a bit more about the creation of one. Felt sorry for myself because I did not give importance to my English teacher lessons in the past. In my first interview the lady who was conducting it asked me about Cover Letter and I had to say that I do not have any.

The module Academic Employability Skills give me other opportunity to understand and learn how to create good Curriculum Vitae and Cover Letter. As I was listening to the teacher, I thought this must be good chance to learn it properly. I am embarrassed to compare my first CV with all the suggestions that Academic Employability Skills gave me for CV. Thanks to this module I have now proper Cover Letter and know for what and how to use it.

In my last job I had the chance to help in the interview day with the manager to see how it works the acquisition of stuff in the company. Sitting in the table with ten CVs to read I noticed they were all different and some of them had information that is not necessary and others even photos of the person to whom the CV belonged. Personally, the lesson how to make a good CV is of immense importance and must be obligatory to learn in school and to be taught of its vital role in life.

With most recruiter's skim reading a CV in less than 30 seconds, you need to think carefully about how you order the information. Give yourself a 2-page format to work from as this will serve as a good basis for what to put where and the material that can be edited out. ("Why the first page of your CV is the most important ...") Most attention is given to the first page of a CV.

The importance of the first impression that I will leave in a company where I am trying to gain interview is the CV and Cover Letter. Never thought this piece of paper is the one what will make employer call me for interview.

5. Online learning experience

Countries are at distinct stages in their COVID-19 infection rates, there are currently more than 1.2 billion children in 186 countries affected by closing schools around the Globe due to the pandemic.

Significant rise in the usage of education technology been detected before Covid 19. Language apps, virtual tutoring, video conferencing tools, or online learning software, there has been a significant increase in usage since COVID-19.

When I decide to return to my studies, I wanted to do something for myself. Meet new people change my routine with days full of knowledge and university spirit. Unfortunately, this did not happen as I was expecting.

With COVID 19 situation online learning experience being more present in my life as ever. I had to adapt and start studying online. I do not like spend a lot time on the computer or chatting online, this past six months was the way how I had to go to university and speak with my colleagues.

Students without reliable internet access or technology struggle to participate in digital learning. For example, whilst 95% of students in Switzerland, Norway, and Austria have a computer to use for their schoolwork, only 34% in Indonesia do, according to OECD data. This made the online learning experience challenging and it requires a lot of effort to put in to getting use to virtual learning.

There are lot advantages of studying online such us safe time and money, learn time management, have all the time I need to process the information, be more responsible what at the beginning was changing and interesting. Also disadvantage such us social isolation, lacks in face-to-face communication, focus more on the theory in the practice that on the begun did not notice but now I think are more important and difficult to recover.

Learning online for me is disadvantage I compare staying behind computer screen is hiding myself from the reality. I understand this is the best what I can do at this moment but the same way I miss a lot that authentic experience face to face.

Referencing

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