

ACADEMIC AND EMPLOYABILITY SKILLS

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Task 2 (2000 words) - 60% of the final mark for the module

Write an appropriately structured academic report where you reflect on your learning in this module. Mention 4-5 topics from either of the two terms and reflect how useful they have been to you, taking into consideration what you already knew and any learning you undertook outside of the classroom. Explain a recognised model of reflection and apply it to each topic. Also, analyse published literature relating to the specific topics you discuss and use the feedback you received on all in-class activities.

TIP: focus on the different activities undertaken during class and reflect on your experience with regards to chosen topics discussed in this module, not skills. Refer to the Weekly Schedule to see what topics were covered.

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Introduction

Academic skills are the study related to the skills that help a student to achieve high educational level it includes various skills like academic writing, research, referencing, reflective writing, etc. On the other hands, employability skills refer to the set of soft and transferable skills that helps a person to be better suitable for a job (Hind and Moss, 2011). Employers favour candidates with various employability skills especially presentation skill, time management, communication skill, technical knowledge, teamwork. Since academic and employability skills are crucial for a person's educational and professional life, educational institutions offer various courses and programmed related to it to enhance their skills, doing a course on academic and employability skills I was able to learn and enhance my skills. So, in this report, I will reflect on the learnings from that module. To facilitate the understanding of my learning process from the module I will use Kolb's reflection model to show my learning through the four stages of the model.



[Kolb's Learning Cycle – Bing images](#)

CV Writing

Curriculum vitae CV is a document that shows and reflect the individual personal information, it contains every important personal qualifications when he or she requested to present it as a written document, any recruitment agency in human resources indifferent if it is private or a ministry they consider it as an official document, the most important part from CV which gives the first exciting impression that reflect on a different interesting requirements, in jobs applications it is highly recommended that CV matched exactly with a specific form to the job position so it can help employers to give their correct decision about the person who applied for that job. Good CV quality for any recruitment process is so important, since the person is primarily judged through the CV (Key Skills for CV Careerizma, 2020). For this reason, writing an effective CV (cvbuilder n.d.) is my personal information guide.

Concrete experience:

My personal CV in the past has a few pages that shows only what experience I have, continuing doing mistakes just by a one simple CV form I had applied to all jobs appeared at that time it was a big mistake and wondered what I had done why I had not received any reply from any employers, what is going on I must wait or there is something wrong a lot of questions without any answers, should I make another new CV with colours trying to get attention thinking only about myself, by applying the learning of cv writing through the reflective model of Kolb I will say that at the beginning of the course In this stage a new academic forms appeared changing completely my personal CV forms which I had presented before.

We have learned through our teachers lecture that a CV requires a proper structure, valid information, not talking so long about myself only, qualifications, grammatically correctness and a simple yet attractive statement reflective writing.

Reflective observation:

In reflective observation stage, we have analysed our faults at CV writing.

I have found that my mistakes, in CV writings not having a proper structure since I was writing my personal information back and forth at the same time, I was failing to show my personality through the CV. Normally I observed that after realizing my mistakes I can reflect on reviewing my new personal structure information's.

Abstract conceptualisation:

I have learned from my lessons what to include in my personal structure information's by applying the right formatting like font sizes, no more spelling mistakes, maximum two pages, using bullet points, simply non colours CV, make it clear and simple for the employer.

The teacher showed us methods of writing an effective CV demonstrated a good quality CV I have learned the proper way of CV writing.

Active experimentation:

In my personal CV I will respect all new structure information's now I can have at least a correct application for my future job, I will put what I have learned into practice, it will help me to achieve my dream as an import export manager, my personal CV it will be more effective because it will reflect an academic formatting and layout page breaks.

Analytical and Critical Thinking

The concept of analytical thinking indicates the analysis of complex data and breaking down those data into the basic form and easily understandable (CTAR October 2012, Pages 251-270). forming a simple idea about the topic it is an educational personal skill, this skill helps a person to understand more complex knowledge.

On the other hands, critical thinking includes evaluating various data relevant to the topic of interest and reach a conclusion based on those evaluations in logical order ([Peter Facione20.03](#) Measured Reasons LLC). Analytical and critical thinking is an important academic skill since a lot of study material and questions in them requires to analysed and think critically.

In the academic and employability skill course I have learnt about the topic in a more detailed form. The teacher helped me to understand this topic as well as mastering the skill for future need. Explaining through Kolb's model:

Concrete experience:

Following the Kolb's reflection model, at the first day on the topic I faced Concrete experience when the teacher gave us a simple task to think about both analytically and critically thinking. But I failed to do it properly. It seemed I could not break down the topic to analysed having a lot of new information's pressure and not considering the relevant lessons information either it makes me so confused, after long studying hours I began to have a clear new vision.

Reflective observation:

So, in the reflective observation stage of the topic's learning stage, the teacher helped me to reflect my problems of not being open to possibilities, not questioning the topic, understanding the relevant information. In the following classes, the topic helped me to understand how to think critically through gathering information, asking the question, eliminating biases, considering options, etc. (Udemy Blog n.d.). It also gave guidelines for analytical thinking which are focusing on the key issues, marking cause and errors, explore the scenario, organizing information, etc. With this guideline.

Abstract conceptualisation:

My abstract conceptualization stage of learning was cleared. The stage where I could apply my learning from the mistake in a real basic form and easily understandable

Using all the learning forms of the topic and this concept I was able to do the task properly and had some positive feedback from my teacher. Although, the teacher said I could progress even more but thanks to the learning form of this topic I was able to enhance this skill so far, At the end of the topic, the class was assigned a similar task like before where I had to practice both analytical and critical thinking.

Active experimentation

Before learning this skill that was missing in my personal and practical life parts, I was facing my problems without finding any way to solve them, unable to breaking down those data into the basic form and easily understandable, I will use all the learning from this topic to enhance my skills for more progress in my future career as an export import manager finding the suitable problem solving methods by applying analytical and critical thinking concepts to enhance my skills for more progress to get the right way of success.

Public Speaking Skill and Presentation

Public speaking is a personal skill ability to explain content toward an audience either formally or informally which requires powerful excellent communication skills, enthusiasm to present content to a group or toward an audience either formally or informally.

Concrete experience:

For me personally it is a great challenge, I haven't any idea and any knowledge to do a public speaking presentation, normally I had watched a lot of public speaking presentations on TV, videos, I had been also been in many commercial business meetings presentation, some of university general social events presentations but I didn't imagine myself doing a public speaking toward a group or an audience, thinking and feeling that I am making a mistake I don't have any of these skills, after my teacher explained in class lessons how much it is important for educational and career life personally I started to have a new vision and a new skills that will help me to start doing a public speaking presentation having a new experience and knowledge in public speaking.

Reflective observation:

Having a great presentation helps to gain proper marks as a student and attract customers also employers and partners in case of business or job. On the other hands, public speaking is to understand the audience mentality situation (very well mind May 06, 2020). structuring presentation, effective delivery and use of proper information, new methods to do my speech according to the audience, rule of presentation. I had learned this knowledge about public speaking from my academic and employability course. while teaching this topic our teacher taught me the importance and necessity of this skill as well.

Abstract conceptualisation:

Kolb's experimental learning model is the most suitable reflective model to reflect on my learning process, the four stages will help me to show my learning from the module on public speaking skill. Deciding to learn the methods passed me to the reflective observation stage from the module, I had also learned how to contrast my speech according to the audience (Leopold, L. (2016). TESL Canada Journal, 33(2), 46-58.) and how must I be familiar enough (careers n.d.) rules of presentation, nice appropriate gesture of presentation, anxiety control tips which will help me to deliver a good presentation.

Active experimentation:

We had one lesson which changed completely my ideas I had participated on my part applying and presenting my personal public speaking, training and practicing that help me to do a good public speaking, I practiced my learning along with my classmates while taking this course. The guideline of the module and empowerment of my classmates helped me to do better in public speaking, definitely this skill will be so helpful in my career this skill open for me the strategies of a powerful good public speaking presentation.

Reflective Writing

Normally the reflective writing is applying and analysing an already happened event where the writer reviews the event from various perspectives, concentrates on details, explore possibilities that could have been adopted and writes that information in the first person. Reflection and clarity are crucial for reflective writing and sometimes shreds of evidence are required based on information ([Yuna L. Ferguson](#) January and [Kennon Sheldon](#) 2013.). that style as an example (happiness may itself make people unhappy) obviously it gives me a clear idea about how to explain and write my idea reflection in clarity reflective writing that helping me to outline the event also going through the academic and employability skill course, I had learned a lot about reflective writing a very important educational academic method.

Concrete experience:

My personal idea was that reflective writing is to described and testing of reflective thinking and events that happened, but that is not all there are various perspectives in reflective writing like how to be simple in description how to do analysis steps for me it is a new educational gain experience.

Reflective observation:

I was instructed by the teacher to read several reflective articles from newspaper, magazine and other sources to understand the requirements for my reflective writing skill after that what exactly I do need to work on my reflection skill.

Abstract conceptualisation:

My abstract conceptualization stage was when the classes learned the structure of reflective writing. It includes a short introduction to the event, a description of the problem or circumstances, analyzation of the cause and effect and explaining the learning and future plan of improvement.

Active experimentation:

Considering all the learnings lessons for me and my other classmate in reflective writing practices for an assigned task given by our teacher which was the active experimentation stage of my learning through this important topic from the module. this topic helped me learn how to reflect on various topic, describe them from various perception and to draw by my skills a conclusion in what I had understand from the learning lessons, reflective writing will help to explain my ideas my feelings my plans as a manger.

Conclusion

Academic and Employability skills help any student to perform well in education field as well as in profession. undertaken a course on academic and employability skills where I got to learn various topics which are cv writing, cover letter writing, reflective writing, public speaking and presentation skills, analytical and critical thinking and employability. While reflecting on the topics through David Kolb's reflection model and analysing the learnings of this module I became to realize that I had learned to write an effective cv, analyse various events, thinking critically and draw a clear conclusion, to write through reflecting on previous events and deliver an effective presentation. I couldn't achieve this academic level without my teachers learning lessons and to start reading a lot of researchers to accomplish a high academic certificate level.

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