



REPORT

TASK 2

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Academic and employability skills.

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INTRODUCTION

When I started this module, I had very clear perspective since I studied Business and Administration in Spain, it made me want to come to this country in search of new opportunities in relation to what I have studied.

I have been able to contrast all my knowledge with the classes that have been developed in this module.

When I started the course, I was feeling excited but in the same time nervous to can handle, work, family life and studies again. In the same time I found it very gratifying for my future.

In addition to the difficulty of organizing myself with all my obligations, I found a language barrier, that its not easy and requires a little more effort and time. For the second time in my life, I needed to learn another language since my native language its Romanian, and with time I have been able to learn Spanish and Catalan.

My report will contain three topics: CV Writing, Cover letter writing, academic writing. I found them very interesting and useful for life.

To be able to do my task I will use Gibb's method cycle, which consist in six stages: description, feelings, evaluation, analysis, conclusion and action plan.

These six stages you can resume them in two parts

The first three stages it's focusing on what happened and analyse.

The second three stages it's focusing on how you can improve your experiences for future and similar situations.

ACADEMIC WRITING

This class was done in second week. A substitute teacher come for this class, at the beginning she explained to us with the help of the PowerPoint. First, she teaches the language analysis, she developed grammar and vocabulary and she explained the clause structure: the subject, the verb and the object.

The teacher taught us the intransitive and transitive verbs, the complement and the adverb. The teacher taught us what one phrase is and the 4 possibilities: simple, compound, complex and complex-compound, as well as the 4 sentence problems: short sentences, overlong sentences, run-on sentences and fragment sentences. We conducted exercises on what was explained to check if we had understood and discussed the errors. After the break, the teacher explained the paragraph structure to us and we developed the three basic parts: the topic sentence, supporting sentence and concluding sentence. Later she explained that it was an academic essay, she showed us the process and planning: introduction, main body and conclusion. and finally, we saw the linkers, how they organize the text, to add ideas and information, to contrast ideas and compare, for degree, exception and alternatives. The same information

**was given to us again in week three for our teacher
Johanna.**

**I feel very overwhelmed by so much information with the
difficulty of the language since I thought it would be
easier for me, but it is another language and it is not the
same.**

**My experience was good since I acquired a lot of
knowledge and I love the linkers part.**

**I think will be useful for me to write correctly and thus
expand my knowledge about grammar, the whole class
showed interest.**

**In conclusion I consider that the information has been
useful to make a general review, but I consider that more
practice its essential and the amount of information is
very large for a single class.**

**For the next time, I will try to take more notes, ask more
in class, don't be shy to ask and try to put in practise what
I learned from the start, like this I didn't forget so fast and
I will feeling better with myself.**

CV WRITING

A few weeks before finishing, the teacher explained to us the CV writing, I took notes to be able to follow the class well, the teacher began by explaining that it is a CV, a document that explains who you are, what you have studied, your work experience and your abilities. she did not teach to create a curriculum in which each part was added: knowledge, skills, attributes and other things about oneself. She explained each part to us in detail, emphasizing the four parts so that there were no mistakes.

She continued explaining how to add our contact details: name, e-mail address, contact telephone, address, social media and LinkedIn. She gave us keys to be brief, clear, concise, not extend to much and have evidence supporting all the information what we put in.

She went on the next part of the curriculum on education and qualifications, listening the parts: title of qualifications, dates and results.

The next section that she explained to us, was the work experience and place the most recent work first with dates and a brief explanation.

Then she explains how to add our additional responsibilities and activities, we continue with hobbies and interests. She told us how to add references that are not included in the curriculum. Finally, she added very important points about the realization of the curriculum so

that we wouldn't have errors and be as professional as possible. We discuss some examples in class.

I was excited since it is a subject that interest a lot and I was surprised that I already doing very well my cv.

My experience was good, and I was able to verify that everything that was explained could be used.

In general, the class was going very well, all what we learn was useful. Today's day have a good curriculum its very important, I remember when I started with my first job what CV I had, it's not comparable with my actual CV I have improved it and also, my work experience and my types of work.

In conclusion, I can affirm that carrying out a good curriculum vitae is synonymous with being successful in the search for a good future job, the importance of the curriculum is associated with all our experience in life, be it work, academic or leisure, since it encompasses our abilities and skills, nowadays it is necessary to express correctly so that the employer can analyse our curriculum.

With all this information I am going to redo all my Cv to perfect it and like this have it ready and updated to improve my job position.

COVER LETTER WRITING

After the previous class over the CV writing, the teacher imparted this topic about Cover Letter that is the introduction of my CV.

I taken out from my bag, my notebook, to take notes and fallow the class better. The teacher began explaining, that it is a Cover Letter, what you present to the possible employers, it is an essential part of the CV, it is practically used to sell yourself to the employer by providing data that is not in the CV.

The teacher said that it's important to know to whom the letter is addressed because it must be specific to each position we want to access, and like this be able to use an appropriate language. Then she highlights the importance of knowing the job position what you want to access, because like this you can write about you past experience in another job and convince the now employer why you are the one.

She explained that it is important to talk about the achievements to give strength to our words. This part should go in the first paragraph. She continued explaining that in the second paragraph she should start by explaining that what she learned above is exactly what is required for the job, she gave us a tool called STAR method: situation, task, action and result. We took the examples in class and we evaluated them.

To conclude the cover letter, the teacher give us a technique “call of action” where we indicated that we would like to be interviewed and thanking the time spend. It is important to use a business style when I am writing. She ended the class with an exercise with our colleagues.

I felt confident and interested during the class and very grateful at the end for the importance of this lesson.

My experience was very good, and I was able to assimilate the knowledge very well.

I have realised that I am doing it wrong, because I have only general cover letter and it can seem very impersonal for the employers.

In conclusion I can say that the Cover Letter is a plus in my job search, what will give me more possibilities to have the job. With this Knowledge what I acquired I will be able to write a very good cover letter.

In my action plan I will add my Cover Letter like essential and I will make it personal for every employer.

PUBLIC SPEAKING AND PUBLIC PRESENTATION

I arrived to class a little bit early with the intention to do my presentation as soon as possible because I needed to finish early and come back home soon.

My teacher was already in the classroom preparing the presentations, I expressed my intention, but my turn was delayed and I found out that my work was not correctly uploaded in the Moodle due to some kind of computer error.

I went to Assessment to explain what happened and show them the proof that it was uploaded on the indicated date, after checking they gave me the reason and they solved it, I went back to class and communicated it to my teacher, I was the next.

I was able to make my presentation without interruptions helping me with the power-point as a guide, our teacher made me a positive comment about my work, after finishing the presentation she gave me permission to go home.

Because one of my daughters was ill, it added more nervousness to my future presentation, so when I arrived to the university, I was very overwhelmed and even more nervous, the problem worsened when I discovered that my work was not in Moodle, I felt relieved when the error has

been solved and I have been satisfied to be able to conclude my presentation satisfactorily.

My experience wasn't satisfactory in general since my circumstances what I had in that moment, made my presentation and the time what I spent in my class was very hard, especially on a sentimental level because my daughter needed me.

In conclusion doing a work like that it's not easy, it suppose for us a challenge to reflect on our future and analyse our capacities. Basically, it's like looking to us in the mirror.

For the future I will do better my presentation, I need to exercise more in my home, and I will open my Power-Point totally to can see the effects what I miss this time.

If the next time something similar happens to me, I will know what decision take, I will know that trying to have everything may be a mistake or little satisfactory.

CONCLUSION

I can say that this module it's helping me a lot on a personal and professional level. It is difficult for me to handle, family life, studies and work. This module gave to me skills like Time management what its important for me because one day can't be 30 hours...

Cover Letter and CV Writing also are very useful for my future because, I can affirm that in my life helped me a lot to found work and now I improved my skills. Everything depends of everything, if you have a good CV will be more easier to access to a good job, better pay, better shifts and family conciliation which it's the most important for me like a mum.

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My own note from my notebook

