



Academic and Employability Skills (BMSW4001_LON)

DR. Alfred Mensah

Monika Mitrova
(1921378)

Table of contend

Introduction.....	3
GIBBS model of reflection.....	4
Academic writing.....	7
Paraphrasing.....	9
Curriculum Vitae (CV).....	11
Cover Letter.....	13
Conclusion.....	14
References.....	15
Appendices.....	16

Introduction

At this report today I will introduce you to the world of employability. What is employability and why this skill is so important. You will know after you finish reading this piece of work. We all need to know what we know and what we can do. If you want to be attractive and wanted from all employers you need to impress. Even before you meet the person who will decide if you will be the right one for the position you applied for. These people already know a lot about you. Even before you meet them. For example: CV, Cover Letter, Academic writing and the last one I closed to present you today is Paraphrasing. I will go over all of these skills and I will give you more details by using one very famous model to reflect on your learning and our life to. This is the model called Gibbs model of reflection.

GIBBS model of reflection

This model is created by Graham Gibbs in 1988. The model is teaching as how we can learn from our experience. Gibbs create circle with six stages to explain easy his way of understanding

Description of the involvement

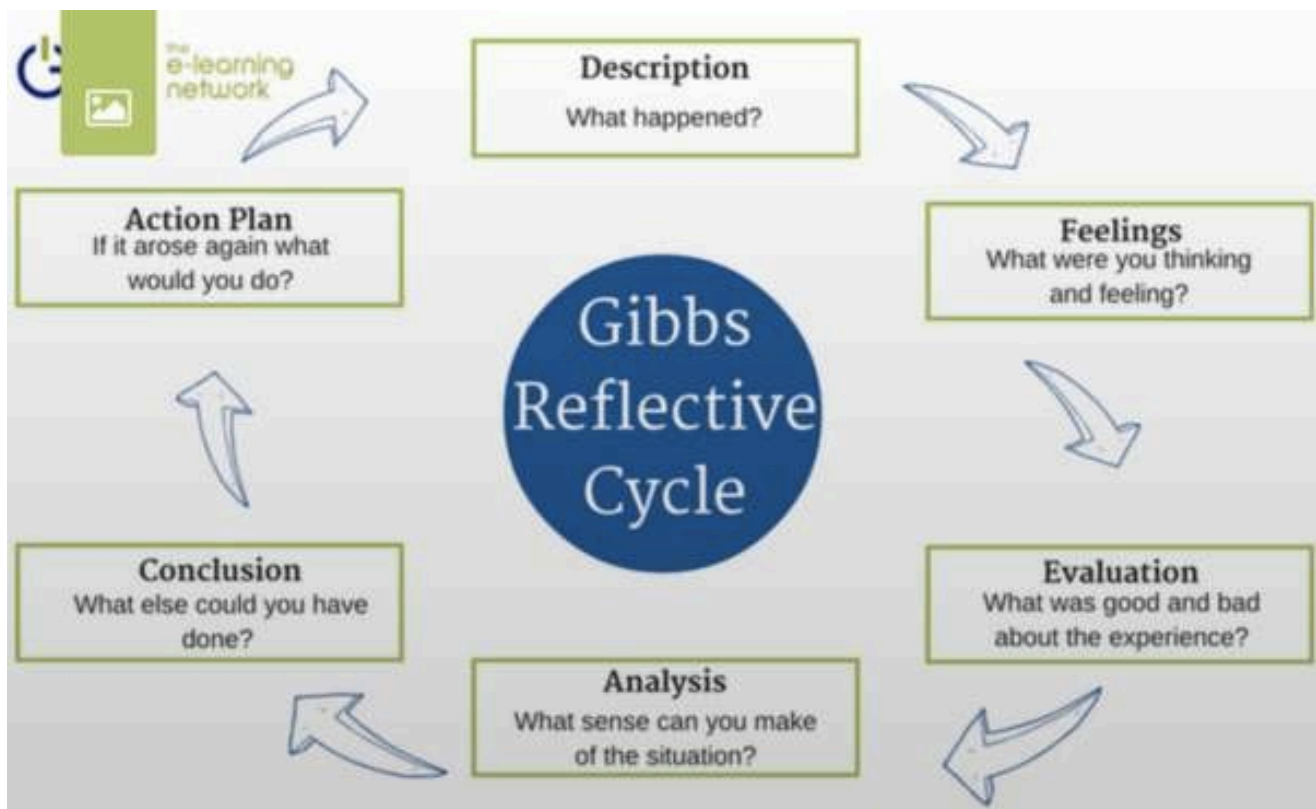
Feelings of the involvement we have been involved

Evaluation of the positive and negative

Analysis the situation to be understand

Conclusion of what we understood and we learn

Action plan is to change what we thing is best for the future. (The university of Edinburgh, 2020)



<https://www.eln.io/>

Gibbs model can easily be added to our life. Every single day we are facing situations at work and the world outside. We can use this circle to explain our self and to be understood.

However, sometimes we are not thinking and we do mistake by missing some of stages. To be able to use this model we have to understand every each part of it and walk over every each stage one by one.

From my own experience I would say it is working, since I know about it I'm using it. And my life become much easier, specially when I have to evaluate some work from my colleagues. I will now go over every each stage and I will explain with my own words how I understand and use it. First is the description here I am giving my opinion of the situation I have been involved. The second one is the feeling here I am saying how this effect on me and my understanding of it. The third one is the evaluation here I explain what I learned. It is not always good can be bad experience as well, but we always have to be honest and try hard to make this bad

experience to become good . I believe that is the most important part. The fourth one is the analysis here I give my self time to understand and give my best opinion. The fifth is the conclusion the part where I am talking the most. This is the part where I explain my self what I have had learned . The final part is the action plan here I am making the correction which can be best for the future of our organisation.

Academic writing

“Academic writing is clear, concise, focussed, structured and backed up by evidence. Its purpose is to aid the reader’s understanding.” (University Leeds, 2021)

Since you start university you are taught how to write academically. This is the most important thing to learn at the beginning. How to give your explanation to the best way you can. To show your understanding of the subjects, to demonstrate to the audience knowledge of the subject that you have prepared.

When you perform your mind has introduced an argument, but you should always have to be balanced. The feeling that you have when you have done good performance specially when you write or speak academically. This brings in you a special feeling that you have done something bigger, even if your first language is not English how is with myself. Give you confidence and knowing to explore and know more.

Till now and the experience I have got I can give only positive comments. However, it is always something in side my stomach to see or read what will be the comments after I am done. Then after all emotions I sat and evaluate how it was. This is something new that I learn at my university. To give time to understand

your self and try next time to be better than the previous.

No one is perfect mistakes can happen all the time , but to practice and don't give up to update your self is decision that every one has to make. I can speak from my self only. I will never stop learning how to write and speak. As I promise to my self I am always reminding how good is to have knowledge and be surrounded with inelegant people. My advise to every one is never give up.

Paraphrasing

“Paraphrasing means formulating someone else’s ideas in your own words. To paraphrase a source, you have to rewrite a passage without changing the meaning of the original text.”(Gahan C. , 2020)

From the first moment that I heard of paraphrasing I knew it will be hard skill to learn. To keep the meaning of a subject by only using your own words , when someone already says it in a very good way. And you do not know what else to say that was the most tricky part for me.

The feeling that I have was very confusing in me I was saying all the time it can not be that hard , but actually was. Even the feeling is still now in me if I can do it after so many practice hours. This experience brought in me confidence and knowledge that I always wanted to have. To be able to keep the same meaning, but use your own words and voice something that you can do if you do not spend time to know what is paraphrasing.

However, to use someone’s meaning , but put your own words there are not make you the person who created the idea. That is why I think sometimes we should add more challenge to the world of paraphrasing and make someone use our ideas that we had written. To conclude I would say be patient and give time to study and explore. You never know when you will need it again. Paraphrasing is

using not only at university is around us every single day.

Curriculum Vitae (CV)

“A CV is an essential part of any job search, not to mention a great way to put all of your skills, experience, and qualifications in one place. In fact, a well written CV could be the difference between getting an interview and not being considered for the role. “ (reed.co.uk , n.d.)

To help you understand what they're all about, and make yours work harder for you, here are a few things you should know about CVs:”

CV writing is one of the parts that we are learning. Firstly we are studying about the structure of the CV. How it would look like, what is the right to be on and what is not.

For example our personal information , you have to write everything important that the reader need to see from the first vision. However, be simple don't give a lot of information as the reader can be confused when is reading it. If this happened definitely you wont get the job. When I learned all this information the feeling that I have now is much more confidents specially when I will looking for new job . For me the way you present your self is the most important thing. Without this knowledge you won't be able to start your dream job. But how we all know at any learning have positive and negative sides.

This experiences did not miss and me . Let me give you one example : at one part of creating my CV and my cover letter in the past did not end with having the job I have had applied. Now with the experience that I have got . I don't think something like this can stop me having the job I want.

After the class that I had. I sat and I did give a try for creating my new CV . To see if it is different compare that the one I did before . I would say yes much more clear and easy to read . I believe now with the CV that I have now I would get any job I want . However, the only regret that I have is that I did not learn this early in my life. From now I will always try to get the more knowledge that I can have to be the successful person that I always wanted to be. Writing important documents is one little part of learning, but to have this skill is moving you one step ahead of the place you want to be.

Cover Letter

“A cover letter, also called a covering letter, motivation letter, a motivational letter, or a letter of motivation, is a document that accompanies your CV as part of a job application. A cover letter is where you introduce yourself as a candidate, address your CV to the recruiter, highlight the most impressive and relevant parts of your CV, and demonstrate your enthusiasm for the job and the company.” (LiveCareer, 2020)

This will be my final important skill that you all need to know. Cover letter is something what is not always required , but we have to prepared with one. If have to be provide. The most important part of creating it is talk like you are all read hired and you have the position. Also be open when you write, put a lot of passion. As this is the part where the employers are seeing what person you are. They can see not only thing that you have write about your self , they can see you writing skills to. However, cover letter is not that easy. Easily can not be the one which the manager are looking for. So always create the cover letter after you have done with the CV. And make your skills that you have is the one they are looking for . I know it my be a bit funny ,but make they want and love everything about your abilities. And give you a call strait a way.

Conclusion

To conclude all above. I would say the skills that I have after I will pass this Moodle will be one of the most important that I will need in the future. No matter how good you are at some job the knowledge that you have, without knowing how to present your self you wont have the dream job. However , read all above my end and I believe at the end you will know how to deal with any situation and step that you have do.

References

Graham C. (2020) *Scribbr*, How to paraphrase
[Online] Available at : <https://www.scribbr.com/>
Accessed: 12/12/2020

LiveCareer (2020) *What is a Cover Letter?*
Definition With Template and Example [Online]
Available at: <https://www.livecareer.co.uk/>
Accessed: 13/12/2020

[reed.co.uk](https://www.reed.co.uk/) (n.d.) *Find a job* , What is a CV [Online]
Available at: <https://www.reed.co.uk/> Accessed:
12/12/2020

The university of Edinburgh (2020) *Reflection*
Toolkit [Online] Available at: <https://www.ed.ac.uk/>
Accessed: 26/12/2020

University Leeds (2021) *Academic writing*
[Online] Available at: <https://library.leeds.ac.uk/>
Accessed: 02/01/2021

Appendices

Appendix 1:

Online resurse

The screenshot displays a YouTube video player interface. The main video is titled "How to write a CV in 2020 [Get noticed by employers]" and is from the channel "StandOut CV", which has 57.2K subscribers. The video has accumulated 1,660,101 views and was posted on July 20, 2018. The video player shows a progress bar at 0:29 / 10:38. The video content itself features the "StandOut CV" logo and the tagline "The UK's Leading CV Writing Service". A "Subscribe" button is visible in the bottom right corner of the video player. To the right of the video player, there is a sidebar with several recommended videos, including "How to write a CV with no experience", "Top 30 Interview Questions", "What is CV or Resume?", "How to Make an Easy Resume in Microsoft Word (2020)", "5 Resume Mistakes You Need to Avoid", and "8 CV mistakes that will kill your".