

Academic report

Name: Nikol Bekirska

Student number: 2023248

Module: Academic and Employability Skills

Assignment Title: ACE Practical Portfolio

Module code: BMSW4001

Lecturer's name: Joanna Walsh

That is my work, I will write about 4 topics- Time management, Academic writing, Summarizing and Learning experience.

Time management is regarded as an ability that all people at all levels and from all walks of life should be able to master. Some people have extremely busy schedules as a result of their educational obligations, office jobs, career responsibilities, or household responsibilities. It is important to successfully implement time management in order to avoid feeling overwhelmed or under pressure at work. Time management is also described as the effective management of one's personal life. Good time management entails determining what a person wants to do in life and how he can go about achieving his goals. Less stress and strain, more leisure, more contentment, and greater completion and performance are all benefits of proper time management. In his everyday life, a person is engaged in a variety of things, including activities of daily life, work duties, and leisure activities such as watching films, listening to music, meeting friends, and so on. When person is multitasking, particularly if they are working, they have multiple tasks to complete. For example, a director of a reputable company has multiple tasks to complete, or a student in tenth grade must schedule time for all his subjects as well as extracurricular activities. As a result, it is important for all to practice good time management. Time has certain characteristics: it is calculated in units, every person receives the same amount per day, time is neither less nor more for any individual, and timings are essential for essential for all in order to carry out their work duties and obligations efficiently. They have been a slew of them. Briefings, in the workplace, teaching times in school, lunch breaks, tea breaks, working hours, and so on are examples of events and duties that are carried out according to time. As a result, for all individuals, it is important to manage time across all types of activities, roles, and responsibilities. Regardless of the types of job responsibilities they have. They are some methods of time management. Some of they are plan, organize, staff, direct and evaluate. Individuals should plan their goals, priorities, and functions that they would implement within a specific time frame. There are certain things that are more crucial than others, for example, if an adult must work on a project, he must focus on it, while going out with friends to see a movie can be a form of procrastination, so task and goal preparation is critical. It is important to be prepared to deal with impediments that will occur and to do so in a peaceful manner. Organize- Every person wants to achieve his or her goals and objectives, and in order to do so, he or she must coordinate all his or her activities and work responsibilities, including using technology, planning one's mentality, and organizing one's work environment. Staff- Effective communication, as well as receiving guidance, help, or assistance from superiors, subordinates, or coworkers, all aid in the execution of duties and responsibilities. Working as a team, in

groups, and soliciting feedback, suggestions, and advice from others is extremely beneficial.

Direct- One should always be optimistic toward oneself, such as rewarding oneself with enjoyable activities; one should always work hard and be inspired towards oneself. Evaluate- A person should assess himself, his performance, attitude, and behavior; in this way, he will be able to identify his flaws and take steps to address them. Identification of defects and contradictions is important, and this is accomplished through the assessment process.

The second topic is Academic writing. Academic report writing is a subset of report writing that is written with a particular intent in mind for the intended audience. Its structure is like that of a journal, but it entails extensive research into the school's, student's, or country's academic situation, as well as the assignment's theme. The specific information is first searched, evaluated, and then displayed in a standardized format such that the written information can be easily found. For many students, the layout of an academic report can be quite perplexing. There are several segments to report writing such the heading, duration, and quantity of paragraphs. When you get other assignments, it gets tricky to be creative in writing and to be accurate in data collection. The first part is the summary. This section of an academic paper includes a summary of all written content. It is a summary of the information presented in the study. It also aids in giving the report a finishing touch so that it leaves an impression on the leader's mind. It also incorporates the writer's final idea or opinion and serves as the report's closing statement. The second part is introduction. An appealing introduction to academic report writing is important because it makes a positive first impression on the reader. It also serves as a crucial component of the report's structure. The reader gets a sense of the subject upon which academic report is based in this section. The third portion is question. To make it coherent for the readers, you must cover questions on a specific subject in the section. The main purpose of this section is to pique the reader's interest in what the academic report writer could come up with. The questions pique the reader's interest and pique their curiosity about the study. These questions should be on point and related to the subject. In addition, the questions must be consistent with the analysis. One question should move to another and the question after that should further unlock the reader's horizon. The fourth one is research. This section of the academic report is one of the most critical sections because it provides details about the theme. Since the article is written in such a way that it causes the reader's mind to consider even more in-depth aspects of the subject. All the research should be organized in a logical order to make it easier for students to grasp. The next one is survey. This survey will be conducted with unidentified people, and their genuine responses will be registered. It is created by studying a particular subject or carrying out an experiment. The people in the survey are used to prove the study

writer's arguments or theme. Validity is shown the writer's study and survey. The survey may include some volunteers who may disagree with the theme. The majority of individual represents the number of people who disagree, while the number of supporters represents the number of people who agree. The result is the final step in the academic report writing process. This section includes the survey results as well as the academic study writer's research. To make the result clear, the writer must include all the study findings in the conclusion. The key points of the theme are highlighted in the survey. A map or a few small bar and pie charts may often be drawn to display the various survey and test findings that fit the theme and prove the case.

The third one is summarizing. First, you must outline the report, include only the key points from the event, be concise, use bullet-points and re-read your report! There are the 5 tips. When you write a report review, you are essentially making a cheat sheet for your reader. As a result, the review should be a concise, reliable, and full account of what you have already published in the report's main body. Incidentally, if you have not yet begun to write the paper, writing the outline may be a great way of determining what to include and how to organize it. Let me show you a quick example of a description. Let us pretend you have been asked to investigate your company's courier options. Perhaps you have been having issues with your current courier's dependability, or perhaps your costs are rising, and you are wondering if there are any cheaper options. This type of information will go into your report's 'Context' section, and you would need to include it in your review. So, you call around for some quotations, or maybe you do it more formally with a tender invitation. This is how you come up with your quotations, according to your technique. You should also note this. Then there are the specifics of the quotes, such as the packages they have and the fees they charge. Finally, based on your study, you have a recommendation. All this needs to be included in the review as well. This can seem to be a lot, but keep in mind that this is your reader's cheat sheet. Since they do not read the entire paper, you must be thorough while remaining concise.

The fourth one is online learning experience. The term "online education" refers to education that takes place over the internet. To participate in a free online course, the learner must have access to a computer with an active internet connection. All the commands and transactions take place via the net. Since its inception, online education has attracted interest from all corners of the globe. It has been widely adopted by higher learning institutions. Even though online education is gaining popularity around the world, it will never be able to completely replace conventional education. Traditional study continues to be popular around the world.

It helps students and teachers to develop a close connection. This is since they are constantly engaged in face-to-face conversation while in class. Students gain trust as a result of this interaction, and they may ask the teacher to explain some details. Since the student and the teacher are in separate places, this is not possible in online education.

However, I can honestly say that my experience of learning online during the coronavirus pandemic has been a positive one. How I made the most of online teaching? The first thing I tried was to approach each lecture as if I were physically attending it. Fortunately, I did not have many early mornings to begin with, but it did help me stay motivated when I watched a morning video lecture at the time, I would usually be attending. Furthermore, I believe that sticking to the daily lecture schedule helped me to bring order to my working day... and my life in general! During semester one, for example, Saturday was still my "busy day". Surprisingly, it was also the day I most looked forward to! So, rather than avoiding the job, I dove right in. This gave me a strong sense of purpose, particularly at the end of each day when I had completed everything on my daily to-do list. It can seem counterintuitive to be efficient when you can sleep in until noon. However, I believe the opposite as possible. Finding inspiration and structure is difficult at the best of times, but it is even more difficult when you are looking at the same four walls all day during the lockdown. As real as all the above was for me, I would also add that it was so important to find a balance. There were times when I had to listen to my mind and my body and just relax. I got the same good results when I took a much-needed break as when I ploughed through my work during a period of high productivity. You can only stare at a computer for so long before you start to...zone out, just as with any other online operation. I do not like to sit through a lecture for 4 hours straight, so definitely I prefer to go at university. When it comes to our phones, too much screen time can be harmful, and I believe the same logic can be extended to online learning. Take breaks as required, rest the eyes and brain, and note that the world exists beyond the laptop screen! The online learning has some pluses. I really like the flexibility. Unlike traditional education, online learning allows you to choose when you want to learn. This guarantees that the schedule will not be disrupted. You also have the option of picking the best place for your education.

All these methods were very useful for me. I have learned a lot. The time management helped me with that to manage my time to do everything in time. I organized my time properly to combine my job, the lectures and to do my assignments. From the summarizing I have learned how to write a nice report. The academic writing helps me to get a solution how to write in academic style my assignments. I am very happy and glad about my new knowledges from this course.