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Module name: Academic and Employability Skills

Module code: BMSW4001

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Report

Assessment 2

Academic and Employability Skills

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Introduction: In this report I am going to be discussing on several topics and applying Gibb's model of reflection into each of the topics. Also, I am going to be showing what useful outcomes they have provided me with. I did not have any experience using them before and I am going to explain how they helped me with my studies and my daily life. Also, I am going to analyse published literature related to the topics I am covering and what type of feedback I have gained while we studied them in class.

Gibb's model of reflection was created by Graham Gibbs 1988, and it was invented to structure the outcomes and thoughts of a single experience in a person's life. It was divided by six parts that can guide you how you can plan your experiences and what impact they have given to you that changed your perspective and how they reflected you. The stages that are involved in the reflective model are description, feelings, evaluation, analysis, conclusion, and action plan. Every step has its own purpose and will help me to gain more clear idea of the tasks that I am going to be exposing in my report.

Time management: Time management is a quite communal problem in our days because many people are struggling to plan their duties for the day or their business to work effectively. It is a system that helps to divide your activities and get an achievement of working smart instead of hard. The benefits of working smart and managing our schedule is to create less stress, to work productively and to open more free time to think about the future goals and achievements. If there is poor structure of the mindset and the ability to finish everything in time it can occur concerns that may affect the productivity and create a disorder in the schedule. The first thing to start with is to set the easiest to achieve and measure goals and which consumes less time to be done. This can create calmness that most of the work can be finished more quickly. The next step is to put them in order of which the most important of those tasks can be done now and which one can be put aside to wait for a little bit of time. It is important to take breaks before starting a new task because it can become harder to remain focused and motivated. In consideration can be taken that the outcomes of poor time management can lead to loss of control, less quality of the work done and wasted time.

In the late 1800s and early 1900s, Frederick Winslow Taylor wrote a book named “The Principles of Scientific Management in 1911”. He was considered the father of the Time management theory because he first started a quest to increase productivity in manufacturing, but it quickly spread between workers, then in the offices, and it became viral. Also known as a Taylorism it started to change the way organisations worked. Before this time informal businesses were open and communication and exchanging information was flowing everywhere. Thanks to the author’s theory the organisations started to run more structured and were divided by sectors which puts everything to its place. Every sector was doing its own job and communication was decreased which was not the original idea of Taylor. He was trying to make it easier to employees to do their work and to increase efficiency.

Summarising: This is a method that is used to combine every key aspect of a large text and put it in shorter explanation in our own words. The text of the summary should not exceed the original meaning of the text and to not match the source word – for – word. However, there should be always a citation quote that links the summary to the author who came up with the first created story or article. The person who summarises the content must make sure that no information is lost during the used method and to not include critique or analyse the main source. He must understand the main concepts and ideas of the author and paraphrase it in a way that the reader is able to get the information correctly.

To produce an effective summary the main text must be read carefully and to be underlined the main components and key aspects of the article so that while writing the summary the whole idea is presented correctly. Then following underlined sentences, must be converted into our own phrases and add additional explanation supporting and the statement. Every concept should be connected to the previous one without losing the original meaning of the sentences.

I am going to put a simple text about the creation of “Google Inc” and put it in a summary for a quick example bellow:

Original text - “Google was first found by Larry Paige and Sergei Brin in 1996 as a research project at the Stanford University, California. The project initially involved another person called Scott Hassan who was originally the first creator of the most part of the code for the

search engine “Google”. Although he left the project to pursue a career in the robotics before the company was officially founded and created his own company named “Willow Garage”.

Summary: “Google Inc” was created in 1996 by the students Larry Paige, Sergei Brin, and Scott Hassan but S. Hassan left to find his own business in robotics before the official founding of the company.

CV writing: The abbreviation “CV” comes from the Latin phrase “Curriculum Vitae” which translated means “Course of life”. It is used to describe the individual qualifications and professional history in a single document. The purpose of it is to help employers to choose the best candidate among a long list of applicants and assume their experience in the area they are searching to position an employee at. The document contains mostly the vital information about a person and his skills that describes why the employer should choose the exact employee applying for the job. It must be brief and include the applicant’s background and history in an overview written in one or two pages, well-structured and it should include a photo.

The first person who came up with the first professional CV was Leonardo de Vinci in 1489. It was originally used as Introduction letter of his skills and abilities. In the next three hundred years there was no evidence found because of the limited jobs available. Then in the 1950s the CV becomes more formal and begins to be expected during job interviews as an important supporting document of a job application.

Online Learning Experience: Online learning is a method using entirely virtual environment and created to give the students the freedom to be able to study and do their daily duties without any worries they’re going to fail. There are many people wondering how to combine work, family, and school together and online studying is a great opportunity for them. It allows people from whatever location to connect with their university and to be flexible to learn at their own pace. Online learning is an internet-based environment which allows students to interact with other students and lecturers while using the virtual managed system of the higher education facility. Online learning can create the opportunity of the students to not be required to attend the facility and to not be online at the same time while learning making discussions by using e-mail or other student platforms.

During the pandemic online studying became more popular because many people were not able to attend the university or school facilities and helped them to continue with their studies while sitting at home or taking care of their family and work.

Feelings: I think that the topics that I explained above are connected to each other because every person who wants to be successful in their work must have a specifically ordered schedule and to be able to manage their time to be consumed by the most important things which leads to more productivity and concentration. Summarising is a great skill to learn if someone wants to learn fast and save time, but it requires the topic of the text that needs to summarise to be well understood and the key points not to be lost so the reader can get the main idea of it. Using summarising helps as well of structuring a good CV. If a CV is not well organised and the best and most important qualifications of the job applicant are not presented well it might cause bad opinion of the employer, the position to be given to another worker with a better CV. I feel that only online learning experience must be at the very beginning of starting to learn how to be well organised because while doing studies at home a person must be dedicated to his goals and to not be distracted by the surroundings around him.

Evaluation: In my opinion Time management is a great system to help people to structure and prioritise the things that needs to be done. Thanks to it we have schedules that helps us

to remember what our next goal is and to help us complete more of them. But as everything else it has its own bad sides if it is not well organised. Poor time management can occur if the goals are not targeted clearly and there is lack of motivation. Procrastination is also a factor that stops us from achieving the important things. Mostly we get frustrated from things happening in our life and we put our tasks aside and leave them for later.

Summarising is a very good skill if we learn to use it properly and not forget to follow the meaning of the content. The text must be understood well, and the main key points should be included in the summarised text in a certain order so the reader can understand what the author of the original text meant to explain. The person who writes the summary must make sure as well that there is no accidental plagiarism when putting quotes from different authors. Also, a very important thing is to not include opinion but just to summarise the text and include the key points. If this is missed the original thought of the article can be understood wrong.

Writing a successful CV is an excellent way to present your skills and experience into one document and present it for the desired position but it could be challenging because it must be structured properly. It could be very difficult to introduce yourself to a specific audience if the format is incorrect or there is too much information that is not needed.

In case of Online learning experience, I think it's the best thing ever created, and it gives me the flexibility to have the time to do study and to take care of my life without the need to go directly to campus and to meet new people. The only downside is that most of the times distractions can possibly stop me from being productive and concentrated.

Analysis and Action plan: I found the topics that I described helpful to me because they will help me to gain great skills in communication and working with different people. In future I need to work on my academic writing and business skills so I can be closer to my dream job as a hotel manager.

Conclusion: I think that to become a successful person you need not only dedication but to know how to use the skills needed.

References:

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