

TASK 2 ACADEMIC REPORT

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On

Academic and employability skills

**On learning modules reflection, cv&cover writing, public speaking and giving presentations and
online learning (2021)**

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**The main aim is to outline this report to understand the current learning modules overall and
they are helping in your employment and enhancing your development while u learning.**

**The main purpose is to help to understand the use of it and the outcome of it in your daily work
or
your own knowledge**

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The reflection on this important for me as it gives me thought to write about the things that help me to achieve this

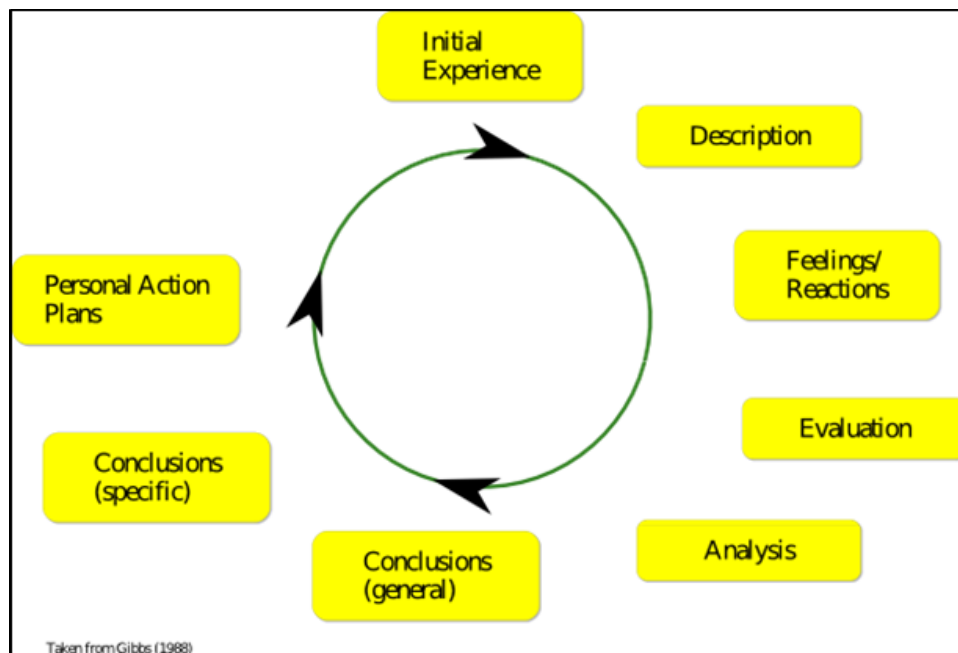
modules in the uwtsd I am learning is especially important and extremely useful in making my employability skills to take next levels. Studying through deferent methods, research works activities, discussions assignments, online reading ResearchWorks made me possible to do something

Using different theories and citing's made me to possible to do this reflection to understand and evaluate on chosen modules

To simply add to my report, I am explaining them individually so is more related to my experience and my work.

I found the Gibbs experience cycle in1988 is more relative for me as it goes through no of elements and those elements somehow Teches the lesson to use in daily work or experience

Here I am using Gibb's experience cycle 1988 to explain effect on me while studying



This is one model of reflection –each stage is given a fuller description, guiding questions to ask yourself and example of how this might look in reflection.

- Description- while studying this module it gives me chance to learn new things that I will utilise in my employability skills. Some skills I have but I will develop new ones to gain more by various stages of these online learning.

- Feelings- uwtsd online learning for academic and employability skills, for is quite unique experience of my life, as we are learning online and doing all the work remotely is saves time and gives more time to do research work.

The process of learning online I found remarkably interesting as it involves the activities, group assignment is involving individuals and team work to complete certain task. But in my group, there is bit of mixed feelings for online learning some likes and dislikes but eventually it is the process to achieve and complete the chosen path

- Evaluation- learning online saved time and resources for. That I utilise in doing more work for my assignments. The new modules and digital learning are quite different than going to university and share your experience with other members, as it involves emails and other tools to diversify everybody's work.
- Analysis – now I am confident enough to do bit of other skills that I did not do before, the study material what I went through and learn gives me confidence to take new responsibilities at my work and complete them with no fault and in time
- Conclusion's- the skills what I was missing I learn and some I had those I developed without new skills and knowledge is not possible for me to achieve better academic and employability skills that I have now with these modules. It made me possible to be successful and smart individual
- Action plan- daily briefings and delegation of work setting targets using new skills and techniques and experience with online learning will help and motivate me in my work

1. Plan your work and then work your plan
2. Set small and smart goals
3. Determine what needs to done first to reach your goals
4. Decide what actions required
5. Repeat to reach your goals put **your actions in to schedule and follow through.**

Adopted from- Gibbs g (1988). Learning by doing: a guide to teaching and learning methods. Further education unit. Oxford polytechnic: oxford

- Cv writing-

“A CV is a document aimed at convincing an employer that who you are, your qualifications, work experience and your skills makes it worthwhile for them to offer you either work experience or a chance to move forward in a formal selection process.”

(Morgan, 1997: 339)

This is especially important for any individuals to put personal abilities into it, write experiences and knowledge, and sell or describe yourself.

- Creating your personal brand, me brand
- Knowledge
- Attributes
- Skills
- Other things

Is important for me develop good cv writing skills which I developed now, and I am happy to put new learn skills and sell myself for new positions for life

Personal details, personal statements, tasks, educational, qualification, and work experiences are most important parts of my cv additional responsibilities and interest and hobbies they enhance your cv and upsell you to qualify for job u applying.

Different jobs need diverse types of cv,

Morgan, p (2017). The business students guide to employability.
London: sage

My perfect cv – cv for head chef it really help me to write my cv professionally and to focus on my strengths to get the desired job

Aim your CV at an identified target audience DO Keep your CV to 1 or 2 sides of A4 Spell check

your CV and covering letter: use a computer and a friend! DO Show a Careers Adviser a draft.

Use words that make a positive impact and demonstrate your ability to achieve e.g. implemented, developed, researched, managed.

There are few types of cv for different job roles different cv

1} skills based cv

2} technical based cv

Carrer break cv and many more.

- Skills based cv Use specific examples of how you have developed your skills.

Provide evidence of your achievements. Be precise and do not over-claim. Use words that exemplify the skill – e.g., direction and leadership.

Use of 'four' years implies extensive experience and stability

- Technical cv bases more elaboration on Ur technical side, your specialisation, your work, and
 - Interest

The module helps me to understand the need of good cv knowledge and creating new cv is vital for any job role. I have developed my cv with help of this modules and understanding of it.

Cover letter

A covering letter is a professional business letter which provides an employer with an introduction to an accompanying CV.”

(Morgan, 2017: 339)

- Covering letter introduces you to prospective employers
 -
- CV is the bones, a cover letter provides the linkage and muscle
 -
- CV is note style, cover letter is a piece of business writing
 -
- Cover letter summarises why you are suitable for the job
 -
- Must not be a list of everything you have done and should supplement rather than repeat the information in the CV

What to include in a cover letter.

- Find out to whom you are writing
- If u don't know the person's name use dear sir / madam or hiring manager.

1. Basic introduction of yourself names and some Address details

2. Sell yourself, talk about previous job experience

3. What will u bring to new job for company

4. Do bit research for company

With this cover letter module, it helps a lot to support the cv. It helps u to sell Yourself

It made me understand to develop the skills to do make impact

- Public speaking-
 - Opening to catch the interest and attention of audience
 - Speaking - project your voice talk natural
- Body language- keep your eyes on audience use natural gestures
 - Give some time for any questions and answers

Arrive a few minutes early to set up and test the equipment

- Dress appropriately for your audience
- Turn off your mobile phone

Conclusion

Having discussed the results, I can now draw some conclusions from them. My conclusions should only refer to my primary research, but they should be set in the context of the literature .

References -

Morgan, P (2017). *The Business Student's Guide to Employability*. London: Sage
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