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Program Title: Employability Skills

Module Title: Learning in the Digital Era

Module Code: BMSW4010

Assignment Title: Evidence of Learning (E-Portfolio).

Submission deadline: 25th November 2022 at 15:00.

TERMS OF REFERENCE

The report titled Evidence of Learning (E-Portfolio) requested by Christian Felices from University of Wales, Trinity Saint David. The purpose of this report is to evaluate my learnings that happened throughout the 5/6 -weeks learning. The report is requested after completion of the lessons and the given deadline of submission is 25th November 2022 at 15:00.

INTRODUCTION

In this report, I've covered a variety of abilities I picked up over the course of the five-to-six-week study schedule, along with how they might be applied in the workplace. Skills like logical reasoning, analytical thinking, procrastination, oral and written communication, academic writing, importance of academic writing, critical analysis, etc. The benefits of this learning are already being seen in academic life. These skills will unquestionably affect how you approach your future professional career. That will make me more distinctive from other people. In conclusion, the application of learned skills must be successful in a professional career. Some concepts have been defined using appropriate definitions. Additionally, references are provided to demonstrate the proper attribution of the researchers.

I started by reading the readings for my lessons. I next looked for reflective journals, websites, books, and journals to relate my learning. While many papers and articles are being published from various researchers, I primarily relied on the websites ResearchGate and Google Scholar. Today's technology has made it simple to gather any kind of information needed. I used such outside resources to help me comprehend the concepts better. To demonstrate the researchers' suitable contribution, proper refencing has been used.

The work environment more specifically working demand is changing so fast because of changes in customer choices (Colbert, Yee, and George, 2016). So, the business corporations need to adapt new technology, idea, device, policies, skillsets etc. And that made the employees to learn new skills through professional development to adapt in this fast-changing world. Technology: Companies look for employees who can conduct current technology for the betterment of the business.

Academic Writing

Academic writing is technical writing that differs from general writing. Rather than being primarily entertaining, it aims to inform. Academic writing is well-organized and coherent, with well-chosen words, phrases, sentences, paragraphs, ideas, and topics; general writing, on the other hand, merely serves as a record of something (Gurung, 2022). To deliver the actual intended information the writer carefully needs to maintain the combination of ideas, details, and absolute meaning.

Importance of Academic Writing

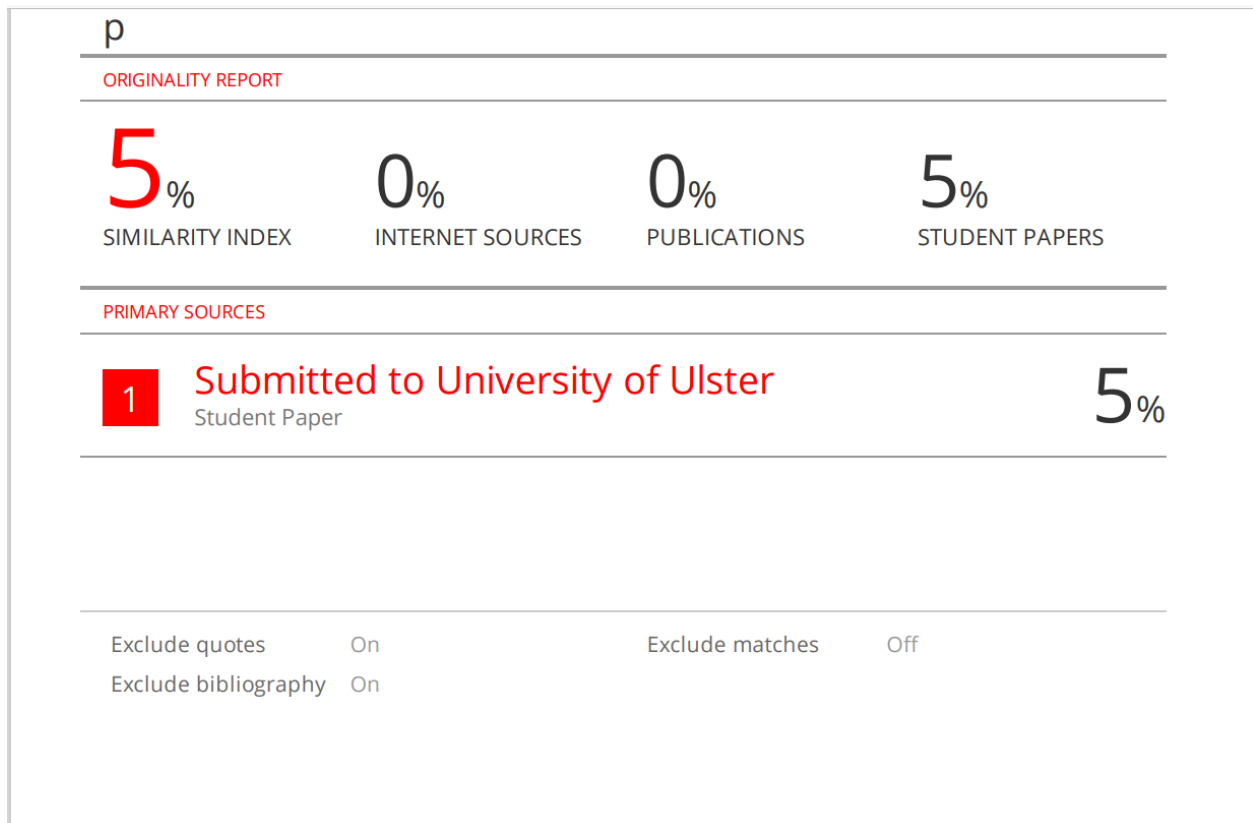
To provide meaningful information and ideas academic writing is an excellent tool. It helps to attain the readers' interest with its distinctive features. In academic life, proper writing can boast the performance of a student. Students' ability to academic writing is essential to disciplinary learning and critical for academic success (Fang, 2021). More reasons for academic writing are as follows:

Allows a student to convey their understanding: After reading any topic or an article, the student must express it in his own way. And with the help of academic writing, this task can be done with efficiency and professionalism.

It enhances critical thinking and analysis: As the writer needs to show the absolute outcome of the writing, they have to show proper analysis of the data from different perspectives.

Analytical thinking: Collecting a bunch of data and processing those into reasonable and presentable information requires lots of analytical thinking skills. And academic writing helps to do that.

Enhancing research skills: Skills like research help a writer to get proper information and utilization of it effectively (Allison et al, 2016). Researching a subject, gathering information, and then analyzing all of it can take some time. The research includes internet search, survey, and independent research, increasing writers' skills in that field of work.



Well, it is a bit disappointing to find out at least the 5% similarities. Actually, that wasn't done on purpose. As a result of my detachment for a moment, it was hard for me to get the proper idea at first glance. I kept going through the readings repeatedly. And in that process unintentionally, I memorized a sentence abjectly as the material. And that sentence came out in the writing.

A more thorough focus on the reading materials will lessen this kind of error. When reading anything, the fundamental goal must be concentration. And I need to remember that.

Critical Analysis

A critical analysis is a thorough examination and assessment of a subject; it might be an idea, a work of art, a person, etc (4). It is the subjective writing of the author's interpretation and

analysis of the object of examination through dissection and in-depth study. Any topic, including a report, a person, a work of literature, a film, etc., might be the subject of a critical examination. Potter (2022) asserts that critical analysis is written based on the writers' critical thinking.

How Critical Analysis Enhances the Quality of Work Produced

As the critical analysis is based on the proper understanding of the topic to be analyzed, the writer must have a clear idea about the topic. First, the writer must collect proper information and think on them critically about what that information means (Khoshhal, 2021). Then based on the thinking the analysis can be written down. Critical analysis can be done in two steps: 1. Critical reading and 2. Critical writing.

1. Critical Reading: Identifying the author, the work, or the literature is the first task of critical reading. Then reading the materials carefully and use dictionary or encyclopedia to properly understand what the author wanted to mean in detail.

2. Critical Writing: After fully comprehending the subject, it is time to summarize the self-opinion. The writer should provide a very succinct and pertinent summary of the entire topic, considering all essential factors.

After completing all of these steps, a student will have experienced critical analysis. The proper use of these processes will help students read critically the subject of analysis, reflect deeply to discover the true meaning, and write more intently. The writing will contain less pertinent information. As a result, the writing will effectively engage readers and convey the author's true thoughts.

Conclusion

In this module I learn about procrastination, academic writing, importance of academic writing, critical analysis, how critical analysis enhances the quality of work produced etc. I have discussed my learning throughout the paper I have acquired interpersonal skills like communication, computer proficiency. All facts of my career will benefit from these skills from submitting a job application to keeping the job throughout professional career and learning new abilities to adjust to the markets quick change.

Video links:

[E Portfolio Slide 1](#)

[E Portfolio Slide 2](#)

[E Portfolio Slide 3](#)

References

Fang, Z., 2021. *Demystifying academic writing: Genres, moves, skills, and strategies*. Routledge.

Gurung, Raj. (2022). Why Academic Writing? *Pursuits: A Journal of English Studies*. 6. 75-82. 10.3126/pursuits.v6i1.46853.

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Khoshhal, Pohandoy. (2021). How to Write an Academic Essay. *International Journal for Research in Applied Sciences and Biotechnology*. 8. 31-36. 10.31033/ijrasb.8.6.7.