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Academic and Employability Skills (BMSW4001_LON)
Report

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Introduction

In this report I am going to be exploring the skills that I have learned throughout the module and how it has helped build my transferable skills to get me ready for employment. I have chosen four topics that I believe are the most important to me; time management, public speaking and presentations, CV writing and paraphrasing, I have chosen to use Gibb's 'Reflective Cycle' to help me discuss my ideas. This theory takes into account my initial experiences, assesses my feelings and reactions and allows me to form personal action plans.

1. Time management/Organising Study

In this module I have learnt about the different aspects of managing time. With a limited amount of hours in the day, it is important for me to allocate my time well to balance my studies and work. There are three main management principles that are important to me. Firstly I must direct my effort appropriately and make sure that hard tasks are given the most time to do. Then I must make sure each daily task is done efficiently to make sure I reduce the time wasted. This will mean I have more time to spend on leisure during the day.

Using Gibb's reflective cycle (1988), I can see my experience as a restaurant manager helped me develop time management skills. I know the importance of managing time. If I can make sure that time is saved when completing tasks, then it will mean there will be more time to do other things and be more profitable in the long term.

I have learnt different ways which can help me be more efficient with my time. For example, one way to be organised is to have diaries and action logs. This will mean that everyday I will know what needs to be done. Action plans will help me track my progress. With a business, it is important to know what my objectives are so my company can run well. To organise my studies, I have made lists and filed my work to make sure I am organised. This has helped me keep up to date with my work and deadlines.

Before it was very hard for me to keep up to date with my tasks. However, I have looked into new modern ways to manage time (*7 proven time management tips for busy office managers, 2020*). This article shares seven important ways to manage time. It focuses on using technology to help. I have learnt to use note taking applications on my smartphone instead of writing in a notebook by hand. Small tips like this have allowed

me to save time and be more efficient during the day. I am also learning to use applications like Excel to manage rota which is something I can use in my business.

2. Public Speaking and giving presentations

I have previous experience of public speaking but this module has really helped me improve. Before I felt nervous about presenting in front of people but I have learnt the key parts of giving a successful presentation. Firstly, I must make sure I prepare well. This means I practice a lot and make sure I know what I am going to say to my audience.

In order to engage my audience, I must make sure the opening catches the interest and attention of my audience. This means I should include what the topic is about and summarize what the ideas I am going to talk about. It is important to provide this so that I have a good structure to my presentation.

I have learnt from the module that to present well, I should speak clearly and in my natural tone of voice. My voice should be projected to ensure that my audience understands the points I am making. Any key points should be highlighted and mentioned clearly. In the journal on public speaking (*Schneider, Börner, van Rosmalen and Specht, 2016*), I also learnt about the importance of body language when presenting. I have to make sure my eyes are on the audience while using natural gestures to avoid looking nervous. It is important to come across confident. I learnt that it is important to engage with your audience. This means asking your audience if they have any questions and give them enthusiastic responses.

Mindtools guide (*Better Public Speaking: Becoming a Confident, Compelling Speaker, 2020*) on public speaking has also helped me understand the key points. They mention that there are many skills needed to become a good communicator. Planning is very important and I must have structure to it. One way to help practice presentations is to record yourself and watch or present to family and friends. This will help with feedback and I will know what to improve on. Once again body language is very important.

This year, the virtual presentations on zoom helped me improve my presentation skills. It was a different experience to what I have done before but taught me new skills. With the short amount of time available, I had to be time efficient but make sure I get my points across. I believe I can use these public speaking and presenting skills to help

with my employability. I will face many situations where I have to engage with people or present new ideas especially in the restaurant business.

3. CV Writing

A CV is a document that summarizes your skills, qualifications and achievements. This module has taught me how to write a good CV which will help with my employability in the future. I've learnt that to make a good CV stand out, I must make sure it is written clearly. I should include my knowledge, skills, attributes and extra things to make me stand out.

First step of CV is to include my name and contact information. This should be my mobile number and email address. This should be clear and written at the top of the page to make it easy for employers to reach me. I should also include my personal profile. This should be short and sweet and not too long. It is important to make sure it is only a summary because employers do not want to read long paragraphs. According to National citizen service employers take less than 9 seconds looking at a CV. (*The Independent: You only have nine seconds to get a job, 2020*). This why it the opening must be eye catching.

In the education part of my CV. I should include the title of my qualifications, make sure they are correct. This should include the dates of the qualification, when it started and ended. If it is not ended then I should put present. I should include my result, for example First class honours. It might be helpful to include bullet points of modules i learnt in my study. In the work experience section I should list all the places I have worked before, giving accurate information on dates. Job title should be in bold and I should bullet point my key achievements. For example, i can include that i have worked in a restaurant and was responsible for managing people and handling money.

I've learnt that to be someone that stands out I need to include more than qualifications and work experience. I should include my responsibilities and charity work to show that i am well rounded. I can include that i am a committee member for a charity. This will help me stand out.

This module has taught me how to write a good CV which will help with my employability. I struggled before on how to write an effective CV but with tips, i feel very confident now.

4. Paraphrasing

In this module I have learnt how to paraphrase things which is writing other people's ideas into my own words. This can be helpful as I can support my own ideas without directly copying from someone else. When paraphrasing, the meaning must stay the same but the structure and format should be changed. Even though it is paraphrasing it is important to include a reference to make sure it is clear where the information came from.

There are a few techniques I have learnt to paraphrase. First by using synonyms which is the idea of finding different words . I can also change the word class and also the word order. This means although the words have changed the meaning stays the same. The choice of words can also help improve the original piece of writing. It is important to make sure all the writing is correct grammatically and spelling is right.

Changing the word class means changing the tense of a word. For example, instead of say impressive, i can change this to say impress. This changes the structure of my sentence but still keeps the meaning the same.

Paraphrasing has helped me use other people's ideas and put my own twist on them. I can add things that i think can also help improve the idea and make sure it is my own style. This topic on paraphrasing has helped in my studies and has allowed to me write this report and make presentations. I believe this skill of paraphrasing will be useful to me in the future as it will help me save time and also be able to use different ideas as well as my own.

On the internet there are a lot of resources but it is important not to copy other people's work. This is not good practice and may lead to plagiarism . This is why paraphrasing is very important as it makes sure.

This will help me in the future when i want to write research projects or academic writing, as i will be able to expand on existing ideas to further improve something.

Conclusion

The reflective cycles have been very useful to me. I have been able to reflect on how these four topics have helped build my transferable skills. The skill that I enjoyed learning the most is presenting and public speaking. This was something I enjoyed before but I have developed this more. Presenting in front of other people has built my confidence and I believe I can present to anyone. The method of learning for this topic was especially good because it gave me a practical experience. I was able to use that skill in the rest of my assignments. The most helpful topic that i have learned about is time management. This has helped me balance work and study at the same time and has given me more time in the day. Before i didn't know how much time I would waste but this module has helped me realise. I have learnt new techniques and how to save time by using computer programs like excel and smartphones. With technology changing it is important more to use to my advantage.

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