

BMSW4001

Academic and Employability Skills

Academic Report

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What do you need to start a business? Or what to do for that?

Three simple things: know your product better than anyone, know your customer, and have a burning desire to succeed. Life is full with surprises and we have to be stronger enough to pass everything . So , some methods to success and to a good business have to be known by everyone, like:

-Do not take too much advice. Most people who have a lot of advice to give — with a few exceptions — generalize whatever they did.

-Do not over-analyze everything. I myself have been guilty of over-thinking problems. Just build things and find out if they work.

There are a lot of other technique that should have been known by people who want to start a business or for people that dream a lot and are not doing something for that. **ONLINE LEARNING EXPERIENCE**. The experience to learn online was something new for everybody but we threw it. What online lessons learn is the freedom I had before but also the opportunity to learn from home alone with just a computer. We can not complain because the way that things evolve , the internet can provide us with more sources and information than a book. The fact that none of our teachers can be with us to explain homework ,suggests that being alone between four walls and sometimes misunderstood is not so bad! Actually, for some of us this experience was not so good because I know people who can not use technologies but now they have to learn it and spend a lot of time on the phone or a computer. Another reason not to like online learning is because when you are home you are feeling lazy you are doing every task in the last minute ,you can sleep at the lesson ,you can eat and we can do any other things, just not to study.

There are 10 suggestions I think students **MUST DO**:

- ✓ Re-read, re-watch and re-do lessons to make sure you have learned the material.
- ✓ Create calendar invites for studying time in your calendar to be easy for enter at lessons at time.
- ✓ Eliminate distraction around you during studying time. ✓ Participate active at your online classes or other online communication. ✓ When you hit a roadblock , Google for answers on your own first.
- ✓ If you can't find an answer yourself , be appreciative and specific when asking for help.
- ✓ Keep track of your learning every week. Put it in a journal , a blog or just a to-do list.
 - ✓ Tackle a real-life project with your new skills.
- ✓ Stay on program as best you can ,especially when materials gets tough.

PUBLIC SPEAKING AND GIVING PRESENTATION. We all know that to speak in front of hundreds of people it is not so easy and we have a emotions fear and this uncomfortable feeling. When we think about public speaking, the first thing that comes to mind is someone giving an inspirational or educational speech, talk style, but the definition is not actually as narrow as that. Now we've thought about the wide scope of public speaking, we can start to see why it is such an important skill. The reality is, everyone will have to speak in front of an audience at multiple points in their lives. Therefore, it is important to work on these skills so you do not feel restricted by anxiety and are able to thrive in different circumstances. In other hand talking in public make you feel more courageous, so , I have some easy methods to pass easier:

- **ORGANIZE YOURSELF**

Putting in order all the thoughts and tasks you have to perform will help you become much more relaxed and calm. When you have clear and organized thoughts, this will greatly reduce your anxiety about public speaking, because you can focus much better on one thing - speaking - then having a special speech.

- **PRACTICE AND GET READY**

Nothing can replace practice and preparation for your speech. Write a script with the key points, but do not read word for word. Prepare for the speech so well that you can answer any possible questions that will surely be asked.

- **ELIMINATE THE FEAR OF REJECTION**

"If the audience hates my speech? What if he doesn't listen to me? What if he leaves the room? " Try to eliminate all your fears of rejection. The audience is there to listen to you.

- **FOCUS ON EFFECTIVE MEANS**

When you speak, try to have a certain rhythm, a certain intonation. Keep the sentences short and repeat the key points. A short break between points can add an anticipation of what you are going to say. Strong speech pause could be the most important speech technique you will ever learn. Not only will it help you overcome your fear of public speaking, but it will help you master control over the emotional impact of your speeches.

In music, all the beauty is contained in the silences between the notes. Speaking, the drama and power of speech is contained in the silences you create as you move from point to point.

- **LOOK IN THE MIRROR**

Practice your speech in front of the mirror as if you were talking directly to someone. If you really want to learn how to improve your public speaking skills then pay attention to:

1. Your facial expressions.
2. Your gestures.
3. Body movements.
4. How benevolent you look.

When you have calm expressions and behavior when you speak, you will be more welcoming to your audience.

- **AVOID TALKING TOO CALM**

If you speak too fast, you will breathe less. And it will be difficult for the public to follow you and assimilate the information.

- **BE PROUD OF YOUR WORK AND ACKNOWLEDGE YOUR SUCCESS**

You are the strongest critic. When you finish a speech or a presentation, it means that you have overcome your fears. You did it ! Trust yourself and be proud.

This course will also learn about **TIME MANAGEMENT** . A time management mean the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness , efficiency , and productivity.

To Do lists - Weekly

Monday		Tuesday		Wednesday		Thursday		Friday	
Time	Activity	Time	Activity	Time	Activity	Time	Activity	Time	Activity
7:00 AM	Wake up	7:00 AM	Wake up	7:00 AM	Sleep	7:00 AM	Wake up	7:00 AM	Wake up
8:00 AM	Going to work	8:00 AM	Going to work	8:00 AM	Sleep	8:00 AM	Going to work	8:00 AM	Going to work
9:00 AM	Working	9:00 AM	Working	9:00 AM	Waking up	9:00 AM	Working	9:00 AM	Working
10:00 AM	Working	10:00 AM	Working	10:00 AM	Going to walk	10:00 AM	Working	10:00 AM	Working
11:00 AM	Working	11:00 AM	Working	11:00 AM	Eating healthier food	11:00 AM	Working	11:00 AM	Working
12:00 PM	Break and eating	12:00 PM	Break and eating	12:00 PM	Doing my homework	12:00 PM	Break and eating	12:00 PM	Breakfast
1:00 PM	Working	1:00 PM	Working	1:00 PM	Shopping	1:00 PM	Working	1:00 PM	Working
2:00 PM	Working	2:00 PM	Working	2:00 PM	Arriving home from shop	2:00 PM	Working	2:00 PM	Working
3:00 PM	Working	3:00 PM	Working	3:00 PM	Eating	3:00 PM	Working	3:00 PM	Working
4:00 PM	A little break	4:00 PM	A little break	4:00 PM	Sit in the bad	4:00 PM	A little break	4:00 PM	A little break
5:00 PM	Finish work	5:00 PM	Finish work	5:00 PM	Going to gym	5:00 PM	Finish work	5:00 PM	Finish work
6:00 PM	Arriving home	6:00 PM	Arriving home	6:00 PM	Eating and resting	6:00 PM	Arriving home	6:00 PM	Arriving home and prepare for Sunday lessons

There are a lot of activity that take time ,for example(except work):

- Lectures and classes
- Study (1-3 hours for every hour spent in class)
- Work

- Family
- Recreation (10 -25 hours per week)
- Sleep (50-60 hours per week)
- Eating
- Commuting

The ability to manage your time effectively is important. Good time management leads to improved efficiency and productivity, less stress, and more success in life. Beginning your time management journey with a plan will create a strong foundation for future habits there by increasing your chances of success . For example if I need to write a 2000 word report, I think “ writing a report is simple it shouldn’t take more than one hour” Who those additions, that one hour could actually take you two hours so, 500% more time than you initially planned. Time management skills are important because they help you structure your work in a way that allows you to accomplish goals. For example, if your goal is to get a job, you need time to update your resume, search for openings, apply, research companies and prepare for interviews. Setting aside specific amounts of time per day will help you complete the necessary steps to getting a job. Managing your time well also allows you to have space to be creative and proactive with your goals. When you have a specific time set aside to complete your tasks, you can also allow for time to think about the big picture for yourself and your company.

In conclusion , I could say that after all the lifestyles learned in this course I can say that it helped me to organize my time activities and to understand my skills and personal development. Over the years everything evolves and living in this world we need to be up to date with all the changes and news. Lifelong learning is an organizational and philosophical principle that assumes that education is an existential continuum that can be based on a complex system of means that must respond to the educational and cultural needs and aspirations of each individual. In the context of the current dynamics and complexity, lifelong learning is one of the fundamental answers to the challenges of contemporary society. The conditions that imposed this principle in educational practice are: the scientific and technological evolution that led to the explosion of knowledge simultaneously with the

phenomenon of rapid perishability of knowledge. The new changes in the economic, social, political and cultural life that have led to the change of the economic and social status of the people, which implies permanent efforts to adapt to changes and social integration; changes in the demographic structure that indicate an increase in the number of older people compared to the share of young people. From my point of view, the goal that most of us want to achieve in our careers is to become good leaders. A professional leader must have a combination of excellent technical skills and very good verbal communication skills. In order to position yourself at such a point, you will have to start by controlling and perfecting every aspect related to the emotions that represent you, the way of manifestation and most importantly the relationship to those around you. Personal development is extremely useful because it helps us accumulate new knowledge about ourselves and contributes to expanding the mental map. Beyond the books you can read in this field, there are many personal development courses that can help you quickly accumulate the necessary knowledge in this endeavor.

Consequently, the new situations that will appear in our life will not take us by surprise, being prepared to face much more efficiently any new situation. We will be able to overcome those limiting beliefs and have the ability to communicate more effectively, that is why all of us need to develop his /her self and to understand why a school or a

course is important in human life. **TIME TO THINK ABOUT SUCCESS!**

Reference list:

- <https://www.indeed.com/careeradvice/career-development/timemanagement-skills>
- https://en.m.wikipedia.org/wiki/Time_management
- <https://www.futurelearn.com/info/blog/theart-of-public-speaking>
- Time management from course (week 1, June 2021)