



BMSW4001

Academic Employability Skills: Reflection

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Abstract

In these modules must be discussed about the reflection, about what we learn in last term and this presently term. It is about our personal skills and what we learned academically. Putting all together to gain the National Valid Qualification to pursue our academic employability skills and having diploma trough higher education. To gained and pursued in my future career in Health and Social Care.

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Introduction

This is the beginning of my academic career, remember how it exciting, was so enthusiasm to learn all the technique of academic Skills in University. It is the module about Employability and Academic skills. Academic and Employability Skills-It is about skills that learn in academic environment, to have the ability and capability that can be use in future employment task. SWOT (Strength, Weakness, Opportunity, Threats) Analysis. This tool is method that can define you as worker and as personal plan. The tools that can help build your career like using the method of Referencing, Summarizing, Paraphrasing, Academic Writing Report, Analytical thinking, Critical thinking, how to do Curriculum Vitae Writing, and lastly how to improve the Public Speaking talent.

Reflective Writing

Reflection Determined how we scrutinized what we done and how do it and makes it a way how we improved that had happen. It is about looking back what happen, and to give the way the concrete experience or activity. It is important to self-reflective, to questioning in positive way and deciding what to do and why need to do it. Thinking about what need to plan to change certain circumstances. About job, career, personal life and how to reach the future goals. Reflecting about strengths, weaknesses, personal skills, problems, achievements, what makes happy and then to concludes the solutions in each, every way, my thoughts and planned to satisfy for what need to want to do. Observed and reflect on Experienced. Theorizing and development of concept/or ideas and planning is the David Kolb's Learning Cycle (1984). It is through on every individual way of thinking about experienced. And with the Gibbs reflective cycle of reflection, show how to describe the feelings, evaluate, analyze, conclude, and do actions it will be easier, to complete the assignment. Reflective writing is about to write the reflection on every scenario or in that moment, the feelings and to conclude what are to learn with that experience. To put the reflection in format and be used in academic theory.

Academic Writing Report

Academic Writing Report In that day we have the argument about this lesson. Drafting an essay or report is not that easy because it comes from self-understanding. It is also confusion how it will be structured it? Which is important for that to demonstrate the critical thinking technique? Not having even, the proper idea, how to do this academic report, confused. Do not have much experienced about all the digital tools that is in our University HWB Hub. Like, examples how to use the Power Point, Excel, Microsoft, Outlook, Access, all about computer keys, seems really the greatest weakness. So, the teacher guides us how to do it by showing some slides. It is indeed unforgettable that day because it is struggling moment for the class. But the willingness to learn a consider as the biggest treats, obstacles and turn to become strength to do the academic assessment. This is important because it will continue the career in HEALTH and SOCIAL CARE, must grab these opportunities that the University can nurture. As, always say to me if others can do, so do can for sure. It cannot send in time the assessment if will not have the digital skills. It is extremely useful how to do a report on Distant Virtual Learning. Because once I got the job in Social Worker career, it is need always to do a report for the patients and simplify the information about the client's actual situation, (Morgan, 2017).

Summarizing

It is important tools or skills in academic writing, can be able to extract the bullet points and rewrite in my own short word, to show the fully understanding too, to the examined and text that had read. It is need to read first the topic sentence before it will to be skimming the paragraph in the way that can give me summaries the same meaning to the content of the paragraph. It also means it is important skills for communications especially in doing the assignment. We also studied in our first term. We used before in our English languages' classes, there is one student while we are doing our test, asked me how it can be one whole paragraph become shorter. Given advised him by taking the date, the name of the person and some synonyms become possible, but sometimes it is not easy too, doing this process in doing the paragraph shorter always help in summarizing the assessment be clearly done.

Paraphrasing

To learn the techniques of paraphrasing last October when was about to enroll in this course. The English teacher is really amazing the way she explains the important of paraphrasing. As a student it is still struggling to form an academic essay or report, so need to read books and having idea to form a sentence by paraphrasing from original sentences. It is incredibly challenging because how you give the right form in the same way the meaning will be delivered. Paraphrasing also attributed to the original source.

Critical Thinking

This is about our way of analyzing our way of analytical thinking. How you fast to solve the problem, and how you good in critical thinking by the decision –making we must do in facing a lots of case study in the future, of our career. This time the lecturer gave us link to answer and how we can answer in limited time. How we cope ourselves in stress. So, we had also discussed about Happiness, by giving 3 examples of greatest achievements of our lives. Reflecting the achievements there is also the emotions of the failures or hindrances before achieving happiness. Facing all consequences and responsibilities before thriving the dreaming goals, (Covey, Schmid, Douma and Eisenstadt, 2017). Obtaining, developing the employability and academic knowledge widening the interpersonal skills, the ability in critical and analytical thinking. The challenging stage of life is over these past few months. With the studying in university the dreams for so long and between and the existing jobs makes the life busy psychological active. Famous text distinguished that a person tendency to act effectively possess that beginning with the end in mind. It will be my acknowledging starts of learning, (HBR Handbook, 2017).

CV Writing & Cover letter

Curriculum Vitae Writing and Cover Letter CV Writing and Cover Letter, in the moment that was came here in London; the RESUME letter is still in Italian language having only one, it is with to have something ready, just in case it will be valid for applying to the Italian community. Even though, do not have cover letter because in Italy, the people there are much interested in giving references by knowing you having conversation through telephone calls to your recent employer. Still also valid submitting or sending through post mail. But you are more potential to get the job if your recent employer gives you nice feedback, equivalent to the cover letter here in London. Just the difference to learned to write a cover letter. So, when we have this topic, in our class, done the first cover letter and send to the lecturer for feedback. However, it is also particularly useful for developing knowledge that can be extremely helpful in future interviews. It is extremely useful having CV in every job that interested in applying any job. Also learned that the necessary information only to be write like your skills, previous experienced and about what had achieved related to the positions that applying for. Having more than one and have always ready and updated always.

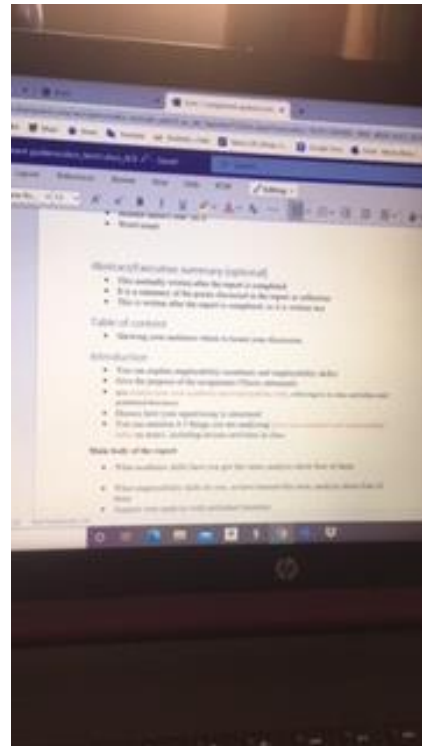
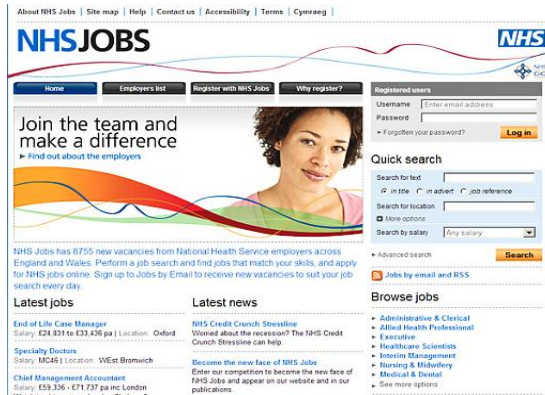
Public Speaking

Speaking is also my big weaknesses, as soon as tried to speak, still blushing if somebody stared at me, shy type person, imagining speaking in public must be in red face then it is not a good sign and not having confident. Do not have much the experienced of speaking in public especially with micro phone. Talking with the emotions which is stronger than the intuition is always a weakness. Last August 26, we have our class presentation. It is the presentation in our module ETW, presenting with our PowerPoint slides, while listening to the first group that presenting, the class group we are chatting in our what's app group we are analyzing the way they talked. The way the person delivered the words, how they are not organized technically. In that, moment, realized that if you are speaking in public should be with enthusiasm. A speaker speaks with low tired voices, all the listeners will be annoyed and not interested anymore to pursue to listened in what you have to say. So, when our turn with my group, we tried to speak in energetic way. Had to pronounce the words clearly and loud, in every slide presented. It is indeed a good satisfying moment to all members of our group. And course, with that kind of performance our lecturer gave us a nice feedback and all members of our group are happy and contented. Now, it gives and gained confidence to speaks more in public, because of starting to learn the English language correctly, (Booklet written and produced by Careers & Employability, 2017).

Conclusion

Having all this discussion about my Employability and Academic Skills, and gaining the proper knowledge using all the academic tools that provided my UNIVERSITY OF WALES TRINITY of ST. DAVID, learning all the technique and applying the SWOT Analysis, the reflective thinking to that can be useful in problem solving and decision making. Gibbs reflective model that was used for the reflection which are connected and be useful in the future career in HEALTH AND Social Care. The SWOT analysis, Time management and personal development plan that learned also from term one. All topics in our weekly classes with the guidance and feedback of our lecturer gets the development and better understanding to this assessment in which in my first attempt got all confused in my assessment and because of the undesirable situation to the present job as a front liner. The heartbreakingly scenario in which to witnessed becomes the prefundamental goal to have this having academic and employability to gain the qualification of being in HealthCare.

Appendix



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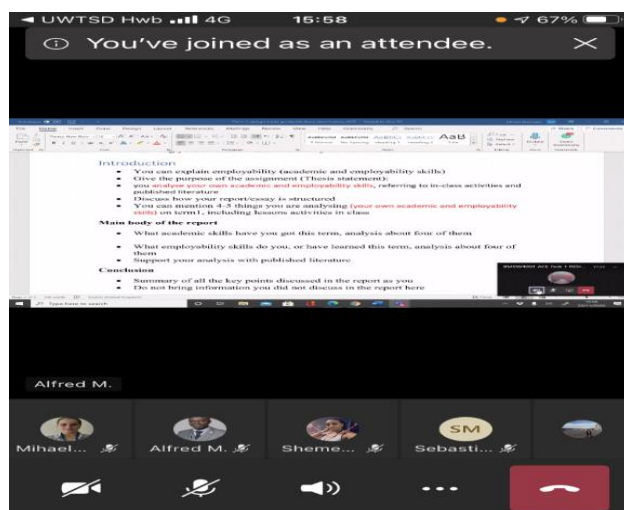
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