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**ACADEMIC AND
EMPLOYABILITY SKILLS
ASSIGNMENT 1**

CLASS: BMSW4001

**Assignment Title: Reflect on
your learning in this module**

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Contents

Introduction	2
1. Employability Skills	2
2. Academic writing	3
2.1. <i>Description and Evaluation of Academic writing</i>	<i>3</i>
2.2. <i>Analysis of Academic writing</i>	<i>3</i>
2.3. <i>General and specific conclusions and Personal action plans of Academic writing....</i>	<i>4</i>
3. Time management	4
3.1. <i>Description and Evaluation of Time Management</i>	<i>5</i>
3.2. <i>Analysis of Time Management.....</i>	<i>5</i>
3.3. <i>General and specific conclusions and Personal action plans of Time Management</i>	<i>5</i>
4. Reflection	6
4.1. <i>Description and Evaluation of Reflection.....</i>	<i>6</i>
4.2. <i>Analysis of Reflection</i>	<i>6</i>
4.3. <i>General and specific conclusions and Personal action plans of Reflection</i>	<i>7</i>
Conclusion.....	7
Reference list	8

Introduction

In the present academic report, an analysis of the reflection of our training on the studied module will be made. The knowledge and skills acquired during the study of Academic and Employability Skills are of particular importance to each of us, the students and especially to me, as a young man in his early twenties. The importance is determined by the fact that our employability skills that we will use in practice are the way we will be successful in our education, workplace, and career, as well as our personal life going forward. (Employability, 1984)

The project aims to briefly clarify the nature of the various employability skills that are studied during the current trimester and their perception by me, as well as the impact they have on my current and future actions and decisions related to my studies, career, and life.

In the main part will be discussed in detail Academic Writing, Time Management, Reflection. I used Gibbs' reflective model which best corresponds to my personal perceptions and analysis of what I have learned, and its practical application should be used. This will help me create my own concept of the connection between what I have learned and my personal growth.

1. Employability Skills

Employability skills can be defined as knowledge and skills that are transferable to the individual and aim to make the person flexible and with different applications. These skills are the personal and professional qualities that we acquire to better present ourselves to our employer so that we can perform our duties in the best way. (Cottrell, 2015)

Graham Gibbs is a professor at Oxford University who presented his cycle of reflection in 1988 in his book *Learning by Doing: A Guide to Teaching and Learning Methods*. This cycle is used in the healthcare profession as a way for professionals to assess and consider a specific workplace situation. By reflecting and learning to do so reflexively, the practitioner can get an idea of how a method or its actions can be improved when such a situation arises.

- ✚ Description of the event.
- ✚ Feeling during the event.
- ✚ Assess your case.
- ✚ Analysis.
- ✚ General and Personal Conclusion.
- ✚ Action Plan.

2. Academic writing

Using the Gibbs' model of reflection, I will present my personal experience of learning about Academic skills and I will analyse this experience and how it impacts my future work. I have improved my style of academic writing by creating critical articles, essays, etc. Now I can do research, make reports. This is one of the most important modules that develop my speech in writing and orally. (Murray, n.d.)

2.1. Description and Evaluation of Academic writing

Academic writing is characterized by evidence-based arguments, accurate word choice, logical organization, and impersonal tone. Although sometimes thought of as boring or inaccessible, strong academic writing is just the opposite: It informs, analyses, and persuades in a simple way and enables the reader to engage critically in scientific dialogue. It is especially important for me to learn academic writing because I am a foreigner. It is completely impossible to master the rules of academic writing without studying it in depth, since colloquial language is not acceptable for use in a working environment. (Murray, n.d.)

2.2. Analysis of Academic writing

It is very important for me to develop my personal Academic writing because it gives me another level of communication at my workplace, my writing becomes more organized and precise. It is practically impossible to grow up in my office if I do not have a good knowledge of academic writing. What I learned at the University in the Academic Writing module is of particular importance. I had the opportunity to get further clarifications from the lecturer, as well as many examples with which to put into practice what I have learned.

Learning Academic writing I aim to improve my ability to understand unfamiliar text. Through practical exercises, I learn skills to build meanings of unknown text, to extract the information value of texts – summary, summary, annotation, keyword output. (Murray, n.d.)

I aim to learn the necessary skills to help me build my own texts representing their academic achievements at academic level. This way I will be able to explain the different genres of academic writing and, through practical exercises, be prepared for my successful performance at university and at work. I have become familiar with the basic linguistic features of academic writing, some of the traditional genres in academic writing

2.3. General and specific conclusions and Personal action plans of Academic writing

Before I started studying Academic Writing, I had the need for a more detailed understanding of the specifics and peculiarities of drawing up both master's thesis and the different types of student scientific creativity. In this sense, the study of discipline introduced me to the specifics of the scientific style and introduced me to the genres of academic writing. I am now aware of the sequence of steps I have gone through properly to develop my academic project. The practical classes on short developments contribute to my educational and career reading, giving me more tools to handle high-style learning through detailed examination, commenting and editing of the proposed options of English language.

The course gave me a lot of guidance, knowledge, and skills on how to handle the research and handling of springs, scientific publications, referral and annotation of scientific sources, to successfully structure and write my references, scientific essays, coursework.

3. Time management

Time management is the organisation and organizing mechanism for dividing the time between specific tasks. Effective time management helps you to work intelligently – not harder – so that even though the time is short and the demands are high you can do more in less time (Rivera, 2007)

3.1. Description and Evaluation of Time Management

Time management is of particular importance in every aspect of life. Proper distribution of my tasks and commitments by placing them in specific time segments, prioritized, allows me to find time for everything that is in front of me and I must finish. Without wasting my time properly, I will not be able to do my daily commitments. So, I will leave today's work for tomorrow and I will be more and more behind with my schedule. (Cottrell, 2015)

Time management is a general term for different methods and skills designed to plan and control the time spent in different activities to improve efficiency and productivity. The concept usually refers to the implementation of planning, setting, setting goals, delegating authority, analysing the actual use of time, control, planning and prioritization. (Rivera, 2007)

Time management usually refers to the world of work, but sometimes its meaning expands to include personal activities such as social life, family, hobbies, personal interests, and commitments. Time management can be assisted by various skills, tools and techniques.

3.2. Analysis of Time Management

Before I started studying Employability Skills, I thought I could totally control my time, and it turned out to be an illusion. At any given moment, I have to tear my time between many different tasks. But by developing a sense of good sealing and assessing the factors that contribute to its loss, I can largely control it. Through the methods studied in the module I learned to plan much better and I can find time for what is important professionally and personally.

All managers and executives, no matter what they do, are under a lot of pressure. Companies and organizations face increasing competition. For this reason, there is also great pressure on costs and their reduction. This means including fewer people doing more work, consolidating their time better and constantly maintaining excellent qualifications. (Cottrell, 2015)

3.3. General and specific conclusions and Personal action plans of Time Management

Especially when there are so many distractions around, I find it hard to manage every minute of my day. My parents and professors have been encouraging

me since my childhood to invest time and money wisely. I did not understand them at all. In this project I re-emphasized the significance but with a little spinoff of time management. The value of controlling time at the workplace is discussed today.

4. Reflection

Reflexive writing is an Employability skill, learned at university and gives me the opportunity to express what I know and describe how it relates to my experience. It helps me think about the learning process and make it more useful to me. It is important to be critical, not just descriptive.

4.1. Description and Evaluation of Reflection

The idea of critical thinking is based on the constructivism associated with Piaget's concept of childish egocentrism, the metacognitive teaching of Anne. Brown and, with the ideas for the activation of spontaneous mental activity. (Cottrell, 2015)

Thinking can be especially helpful for me in dealing with a difficult or challenging situation. This type of reflection can take place when I have had time to do it, stepping back from something to look at it from the side: "on reflection, I think you may be right" or "when I think about it, I understand that I was upset because ...". This type of more focused reflection can lead to a new way of reacting to or approaching a situation next time. When I think and write reflectively as part of my academic training, I am expected to record the process of my personal reflection and to identify and evaluate the training I receive at university.

4.2. Analysis of Reflection

Reflective thinking and writing is one of the basic skills that are necessary and useful in my life and work as a specialist. It describes and analyses in detail the impact of processes and the world around me as a person, on my work and the results I achieve. It is especially important for me to master the approaches of critical reflective thinking. (Neiderman, 1994)

Today in the psychological-pedagogical theory and in the educational practice the understanding that the development of critical thinking in the person should be an important task of the modern education finds more and more acceptance. The reasons

for this view can be found, on the one hand, in the developing function of critical thinking, stimulating intellectual growth and abilities, and, on the other hand, in the various manifestations of reflective practices, enriching personal potential and contributing to full realization and development. I have always been interested in this subject, as it allows me to think about different topics, make analyses, compare and argue my position, as well as make decisions. (Employability, 1984)

4.3. General and specific conclusions and Personal action plans of Reflection

What I learned in the Academic and Employability Skills lectures, I improved my ability to think about the big picture - how to see the world beyond my own needs and how this leads to great ideas. (Neiderman, 1994) I learned how focused thinking serves to remove mental chaos and distractions to realize my full potential. I enriched my creative thinking to get out of the box and make breakthroughs. I have improved my collective thinking about my work with people around the canteen to achieve better results Reflective thinking is looking at the past to better understand the future.

Conclusion

Conclusions and further research Employability skills are not just about vocational and academic skills. Individuals need relevant and usable labour market information to help them make informed decisions about the labour market options available to them.

Academic writing is a formal style of writing used in universities and scholarly publications. You will encounter it in journal articles and books on academic topics, and you'll be expected to write your essays, research papers, and dissertation in academic style. (Employability, 1984)

Time management is proving to be one of the most important skills I can learn during my training. The application of these skills is extremely wide both personally and professionally.

Reflective writing reflects critical analysis and personal perception of the environment. Often in this way it is most appropriate to describe and analyse personal perception.

Reference list

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