



Paulette Canegan

2123588

Academic and Employability Skills

Task 2

Level 4

BMSW4001

Lecturer: Sylvia Hoffmann

Table of Contents

INTRODUCTION:

Academic and Employability Skills BMSW 4001	
TOPIC	0
Academic writing.....	1
Time Management	2
Cover Letter	3
Paraphrasing.....	4
Summarising.....	5

Introduction

I am creating this report reflecting in response that was taught in this module. and the Skills that I have gained since I started this Program. this report is. to elaborate on my Academic Skills and my Employability Skills. I will be using digital sources to gather information on time a cover letter that can assist me to complete my report and allowed me to establish myself during my studies on this Programme

Academic writing

On the first day I started University it was a huge accomplishment for me knowing that I am studying to a higher Level of education. I decided to study this programme to develop my Academic Skills and my Employability Skills, this module provided lessons that can assist me obtain more knowledge and understanding for future employments or my Career gold. I have work as a cook/chef. I have the capacity and skills to operate in a fast-paced workplace without become frustrated working in the catering sector has helped me to build social skill, allowing me to engage with the public while demonstrating that I value their decision to used my service I also need to improve my professional contact skills so that I can thrive in all aspects of my job and contribute to increased productivity.

PowerPoint Slides

Preparing and putting together my PowerPoint slides and making my presentation was a challenge for me. The task was good it helped me to build my creative I also need to improve my professional contact skills so that I can thrive in all aspects of my job and contribute to increased productivity skill. It also has helped build my self-esteem and my confidence. Time management and SWOT analyses lessons that was taught in class also helped me to organize my study and help me to analyse my abilities on my Strength, Weakness, Opportunity, and Threat. my working experience are a part of my Strength. it gives me the courage not to give up on my dream of managing my own business in the future. My weakness is my qualification achievement. Starting university is a great Opportunity for me to improve all the skills I need. My Literature and numeracy skill is the threat to my Career desires.

Time Management.

I have a good understanding about Time management skill, it is a skill that come with discipline that help people to be in control of their time. I would like to improve on my time management skill that would help me be more effective. According to this article that I used for this report written by (Erich C Deardorff 2020), following in his guideline, I need to develop self-awareness to improve my ability that will have a significant impact on me been accurate with my time keeping. I will assess myself with assurance from my boss or work colleagues. Recognize the important of what matter the most would be my priority. I will organise myself by adjusting my personal characteristics where I might struggle. Been a student as help me to improve on my self-effort by managing my time, accordingly, changing old patten of the way I do thing. SWOT analysis strategic planning and strategic management can help me to analyse and identify the skill I need to improve on can also has helped me to organise myself. These skills can also help me to recognise my personal preference. I will be concentrating on developing an arrangement plan that can help me to contribute productivity.

Developing adaptation skills

There are some brilliant suggestions in the article I am using for my report which will help me to achieve during my studies. I will Prioritize activities based on the importance of the task, create contingency plans to reduce time waste making a weekly task schedule do it list that can help me perform effective and efficient. I will Experiment with the time management app evaluate and record how efficient my time is working remind myself of the important and expectation of the task. Finding my peak performance will help me to demonstrate my capacity to fulfil deadlines by making time management a habit.

Cover letter.

According to this article written by (Allison Pohle 2021) keep the job posting and the company's statement open in separate tabs in my browser for easy reference. Take note of the skills the role requires. Looking out for skills or other requirements that are mentioned more than once in the posting also copy and paste as they are likely to be important to an employer. job requirements should address at the top of the cover-letter document. I can then delete each one as I address it in the body of the letter. If I am not sure which requirements to address to. platforms like LinkedIn, social media sites and search engines are effective ways to find the names of hiring managers. I would Research who is hiring for the position. I would try to personalize the cover letter by addressing it to the hiring manager Professional platform.

It is traditional to initiate a cover letter with, "Dear Mr./Ms. avoid using To Whom it May Concern as a greeting, although it is formal it is not personal. using something customized to the role or department applied to Communication Assistant Hiring Manager" or "Dear Marketing Team. I would Begin the letter with an attention-grabbing in the first paragraph. "I am writing to you to apply for the office-manager position." Instead, explain how a specific professional or personal experience inspired me to further advance my career. Remember that employers often list their top requirements first. The gold of this cover letter is to explain how experience I am to fulfill the duties outlined in the job description. Be

enthusiastic if you are applying for an entry -level position values and reflect why I want to work there, I may not have a lot of experience but is Ok. I would Familiarize my with the employer.

Summarising

Developing self-awareness of time management that can help me manage my time more accurate. Notice task will that matter. Prioritize skills that are essentially and important for my career gold self-awareness skill Prioritize activities and obligations. Treat time valuable, evaluate how realistically it will be for the future, Complete my studies successfully. Development an arrangement skill that help me to be in control of my life. Prioritize activities and Obligations Task and avoid urgency effect. Create contingency plan. Schedule dates using a calendar app. Experiment with Using short bursts of effort Keep my do it list up to date I will Organise my studies use ideas from this article to help me to complete this programme with no regrets.

Conclusion

Writing this report about my abilities and skills has helped me realise that my communication skills need to be improved, but I am confident that by the end of this programme, I will have gain knowledge and understanding of these skills, including paraphrasing, summarising, preparing PowerPoint slides, public speaking, research, and presenting references in detail, as well as using SWOT analysis to analyse them. I am becoming more organised with my time management. These are abilities that will aid me in my future career or business endeavours.

Reference

Author: Deardorff C Erich
(2020)

8Title Time Management Is About More Than Life Hacks

Is a professor of management and entrepreneurship At the Richard H. Driehaus College of Business at DePaul University and is currently an associate editor at Personnel Psychology?

[https://hbr.org/2020/01/time-ma...](https://hbr.org/2020/01/time-management-hacks/)

Pohle Allison: Reporter the Wall Street Journal

Title Cover Letter

(2021)

Reporter the Wall Street Journal Updated

.

