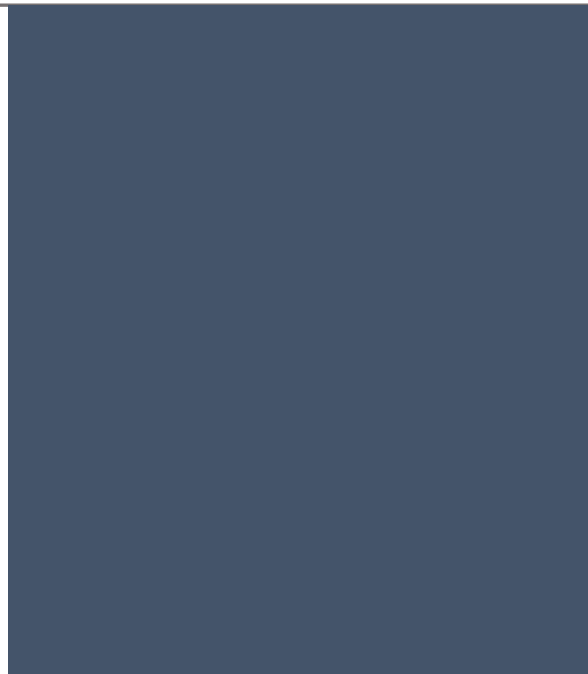




My academic learning

Academic and employability skills

Kujeji Tunkara (2022466)



SUMMARY

INTRODUCTION.....1

TIME MANAGEMENT.....2

ACADEMIC WRITING.....3

PUBLIC SPEAKING AND GIVING PRESENTATIONS.....4

ONLINE LEARNING EXPERIENCE.....5

REFERENCES.....6

INTRODUCTION

In this first term we have learnt a lot. For me, it has been a new way to study, and it has been a great experience as studying online and understanding what they are telling you, ends up being a miracle sometimes but in the end it is worth it, because you spend hours and hours teaching with the aim of learning and honestly is not easy as my expectations were quite different as i thought it would be easier to concentrate on being at home and feeling comfortable but you really have to put in quite a bit of effort to finish the goals achieved.

Attending online classes has honestly been a bit strange as I have always connected but sometimes I have had some other technical problems and sometimes it gets weird when you are not very participative and pretends not to have been in class but you're there anyway, it's really a little confusing.

On the other part, I also found it quite complicated to use Moodle as I used it before in its time and it was not like that, and so it seemed a bit complicated because uploading documents is usually easy but in this case, not much as I had to look for my group to take care that it is the correct document and that I did it on time, but in the end I ended up achieving it.

So now I want to discuss some of the points that I found more important and I got a good knowledge on it.

TIME MANAGEMENT

For me time management has been a problem for me because I always think that I have time for lots of things, but I usually don't organize my time so that's a problem when I try to finish most of my work. So at first of all, what we need to do is, we need to organize our plans and here is the point. Because some times we may think we have a lot of time and we don't need to organize that's a bad election because even having time if we organize our time we can manage our work in a better mood.

I have read about how to improve my time management and I have come across these tips. One of the ways is to manage your time is **organizing your time and plan** how to spent on specific activities so that will help to increase your effectiveness, efficiency and productivity.

1. Set goals effectively, and as well, they have to be achievable.
2. Prioritize tasks based on importance and urgency.
3. Setting a time limit to complete a task.
4. Taking breaks between tasks.
5. Removing non-essential tasks.

And as well I learnt how does time management helps. I learnt that it helps to increase my efficiency, to reduce my stress, it give me more time and more opportunities to do more tasks, it helps me to be clear about what my intentions are in every work I do, helps with performance management and it make increase my engagement with my work and studies.

I found some journal articles where they explain about their own experience managing their time as a CEO and a big responsibilities in the company and in their own perspectives, they have experienced that taking a big responsibility in a company it is essential organizing your time as the work has to be completed on time. Because some times even you have some one assisting you, and telling you what you have to do, by your self you have to be concise in your work and be clear.

ACADEMIC WRITING

Academic writing is clear, concise, focused, structured and backed up by evidence. Its purpose is to aid the reader's understanding. It has a formal tone and style, but it is not complex and does not require the use of long sentences and complicated vocabulary.

Each subject discipline will have certain writing conventions, vocabulary and types of discourse that you will become familiar with over the course of your degree. However, there are some general characteristics of academic writing that are relevant across all disciplines.

So at the end, we learnt how to be concise in our writings to make understand others what we are explaining and we need to be aware that if we are not clear people may misunderstand.

In academic writing, it is important to have a coherent written in a logical order. And in this case, we learnt how to do a good structure on what we write and it calls paragraph. A paragraph is a group of sentences about one topic, and together they explain the same idea of the writing.

In each paragraph we could identify the main idea of the topic, but in general we are talking about the same idea.

My thoughts about this class is that I have learnt how to write a good academic writing and explain about a topic and make public understand what I am explaining. It is important because sometimes you are presenting your work with a good tone of voice and a good signs and you may not be shy to present it but if you don't have a good writing in your presentation, it could made it unprofessional.

I liked and enjoyed the class as I have understood how to do an academic writing. And I didn't found it that difficult.

PUBLIC SPEAKING AND GIVING PRESENTATIONS

I think that this is an important point because if you don't know how to give a presentation about your work, is useless so it is important to organize your work and develop a good speak to make understand other what you're presenting. To get a good presentation first of all you have to feel confident with your self and get a good organization and planning to have a good experience presenting your work. It is very important to impress the audience but it must also be said that in order to impress the audience, there is no need to be overwhelmed and what really matters to achieve these goals, one must have knowledge about the topic we want to talk about. let the public know that their doubts will be resolved and that any questions will be answered.

Many tips that I found on how to get a good presentations:

1. Show your Passion and Connect with your Audience.
2. Concentrate on your Core Message.
3. Smile and Make Eye Contact with your Audience.
4. Start strongly.
5. Use your Voice Effectively

We did a presentation on class, talking about our most important achievements that we think they have been important in our lives. I was the first one presenting my own. It wasn't really bad, as it wasn't the first time presenting my work in public, the only thing was that I didn't prepare it much as the teacher told us to do it in the same da. And I said okay let me be the fist one. In a presentation if you know what will you going to talk about, you won't get stuck, but if there is one word that you want to say but you don't remember you can change it for another one and show people how confidence you feel when you speak in public. And for me and my own experience, has been that when you speak to public give a good background, a good intonation and that will help you to succeed on your public presentations.

And as well, my colleagues gave me a good feedback as they said I did it well and I am feeling proud about it.

ONLINE LEARNING EXPERIENCE

In my own case, it hasn't been really easy because is my first time studying online and honestly it is a bit confusing as you have to connect by yourself and some times you might not have a good connections and problems with the laptop. But at the end, I have to say that this is better than being at home and we can still study, and talk whit the teacher for any question we have.

Learning online it has been almost the only option for the situation we are living now it has been one of the options to be able to continue teaching and not lose the year. I must also say that although it has not been so easy, with the help of the teachers we have been able to resolve the doubts from the classes.

From the classes we had to do homework and then upload them to Moodle and from my own experience it has been very different from what I knew about Moodle because to upload documents has been a lot of confusion but in the end and in the none has been an experience of more and in addition to all this has been quite relevant to the learning obtained based on the work.

I read some jurnal articles where they explain the impact that the pandemic has caused and that has made studying online the most effective solution:

- The COVID-19 has resulted in schools shut all across the world. Globally, over 1.2 billion children are out of the classroom.
- As a result, education has changed dramatically, with the distinctive rise of e-learning, whereby teaching is undertaken remotely and on digital platforms.
- Research suggests that online learning has been shown to increase retention of information, and take less time, meaning the changes coronavirus have caused might be here to stay.

REFERENCES

[The rise of online learning during the COVID-19 pandemic | World Economic Forum \(weforum.org\)](#)

[Time Management - List of Top Tips for Managing Time Effectively \(corporatefinanceinstitute.com\)](#)

[How To Make A Good Presentation - 7 Tips From The Experts | Biteable](#)