

BMSW4001 Academic and Employability Skills

Student: Teodora Katsarova -2132878

Contents

1.0 Introduction	3
2.0 Main Body	3
2.1 Time Management	4
2.2 Academic Writing	5
2.3 CV Writing	6
2.4 Public Speaking and Presentations	7
3.0 Conclusion	8
References	9

Figure

Figure 1: Gibb's reflective cycle (Adeani et al., 2020)	3
---	---

1.0 Introduction

The report contains of my reflection on the academic and employability skills module and discusses about my state on the topics that were taught prior to enrolling into the course, the skills I gained and my learnings.

2.0 Main Body

There are various models of reflection that can be used to reflect on an event. I have used the Gibb's reflective cycle model to reflect on the topics of- time management, academic writing, CV writing, and public speaking and presentation skills.



Figure 1: Gibb's reflective cycle (Adeani et al., 2020)

The Gibb's reflective cycle model consists of six stages which help to properly reflect on an event in a structural manner. The six stages are- providing a description of the event in description stage, explaining the feelings felt through the experience in feelings stage, evaluating the good and bad things in evaluation stage, making sense of the event in analysis stage, determining the learnings from the event in conclusion stage, and designing how the skills will be used in the future in action plan stage (Adeani et al., 2020).

2.1 Time Management

Time management is one of the most important skills for a person in terms of their personal, academic, and professional lives. I chose this topic because this is one of the topics that I learnt the most about during the completion of the module and through my self-studying.

Description: The topic that is being reflected on is time management which was taught during the academic and employability skills module (Forsyth, 2013). Through the module I learnt various models and theories on time management and gained further knowledge while studying it by myself and learnt to apply it in real life.

Feelings: Before enrolling into the course, I did not know the concept of time management, but did not have in-depth knowledge on it. In the beginning of the teaching of time management, I was excited to learn about the various ways in which I will be able to become better in managing my time as I used to struggle with it before the module. While attending the class on time management, I felt interested in the topic very much and was fully attentive towards it.

Evaluation: The good thing about time management is that I can perform it in both brief manner or by using elaborate models. I liked the class where it was taught and liked the models that I learnt. The bad thing about time management is that to conduct it, I have to spare much time and thoughts. I find it difficult to properly prioritise the tasks to conduct time management.

Analysis: Prior to attending the class on time management, my knowledge about it was limited to making lists, routines, and taking notes to manage my time. Through the class, I was able to gain in detail insights about time management which was a positive experience for me. The class was very interesting for me. I conducted studying and researching more on the topic and learnt more about it which gave me a better understanding of it.

Conclusion: The entire experience of learning about time management was a useful and interesting experience for me. I learnt various things from the class on time management and from self-studying and gained the time management skill. I learnt about models such as Eisenhower matrix which I applied in my academic assignment, the ABC time management method, and got a better grasp on the topic (Sainz et al., 2019). One of the most important things that I learnt is how to prioritise my tasks and to decide on which I have to focus on the most.

Action Plan: I will be using the time management skill that I gained in the future by using the Eisenhower matrix every week to decide on the tasks I should prioritise and the ones I should not be doing to save time. I will also be maintaining a journal to regularly note down the things that I need to do and overall, use the skill to save time in the future.

2.2 Academic Writing

Academic writing is a crucial skill for any student which they can also use in their professional life. I chose this topic to specify the skills and learnings I gained on it from the class and from my self-studying.

Description: The academic writing topic was taught in class of the module where I learnt about things like report writing, essay writing, and overall formalities of how to write in an academic setting (Street, 2015).

Feelings: In the beginning of the class where it was taught, I thought that it was a difficult topic as there were so many things to learn. At the end of the class I thought that even though it was difficult, it was a useful topic which will help me in the future to perform better academically and if required professionally as well.

Evaluation: The good thing about the topic was that it has many aspects to it and I can use to write different types of assignments and reports that will be provided to me in the future. The bad thing about it is that there are various different types of formalities and formats that I have learnt about and need to learn in the future which can be complicated for me.

Analysis: Before attending the class on academic writing, I followed one basic style of writing for every assignment and was not aware of the mistakes that I was making while completing my academic writing topics. The class helped me to not only understand my mistakes but taught me ways to improve my writing as well. I thought that it was a very useful topic as it will help me in the future to do better in my academia. For example, I will be able to determine and follow a proper structure of writing for academic requirements in the future based on the type of the work given.

Conclusion: I learnt various things about academic writing by attending the class and by researching the topic by myself. I learnt that introduction is an important part of the writing which needs to catch the attention of the reader and tell them about what to expect in the entire report or the writing (Norris, 2016). I also learnt that in a formal report it is important to avoid

contractions and write in a formal manner. I learnt about the formats of writing report, reflection, essay, and other types of academic writing.

Action Plan: I will be using this skill in the future to get better grades in my academic life. I will also use this skill to produce high quality reports in my professional workplace if I am required. I will ask more questions about academic writing to my instructor so that my confusions about it become clear and I can write well in the future.

2.3 CV Writing

Curriculum Vitae is the first stage of applying for any job and the primary way to stand out to the potential employers. I have chosen this topic so that I am able to understand the areas where I still lack in preparing a CV through my reflection.

Description: CV writing was taught in class where I learnt about the importance of an organised CV and how to write it.

Feelings: This was the class I was most excited about before attending it as before the class my CV lacked in various ways. I thought that the class was one of the most impactful ones and felt that the topic was very interesting and useful as it would help me to improve my chances of getting called back for job applications.

Evaluation: The good thing about the topic was that it was one of the most important skills that I needed to learn about and needed to be able to apply in in my life. The bad thing about it was that I determined that despite having skills that are required for a job, if it is not presented in the CV properly it lowers the chances of getting the attention of the employer which I thought was bad because much importance was being given on it.

Analysis: Before the class, my knowledge on CV writing was in a primary stage as I had a CV where I did not present my strengths properly and made mistakes like putting in irrelevant information. After attending the class, I could clearly see the areas where my CV lacked and was able to determine how to correct those mistakes. I thought that the class and the topic itself was very inspiring as it helped me to give more importance to determine and understand my own strengths and taught me how to highlight it to others. After the class I edited my CV and adjusted it based on the things taught on the class by including my transferable skills (Smith, 2022).

Conclusion: I was able to learn many things from the class on CV writing. I was able to learn a standard format of a CV, and was able to learn that my CV has to emphasize on my transferable

skills and strong points. I also learnt that in the CV I should only put in skills that I can demonstrate in real life by giving examples of my activities. I also learnt that my CV should be adjusted based on the requirements of the jobs that I am applying for and it is important to update it on a regular basis (Cheary, 2022).

Action Plan: In the future, I will be using the skills from the class to prepare a good CV to stand when applying for a job. I will also update my CV every six months regularly so that I am able to understand the skills I gained and so that I do not submit any outdated CV to my job applications. I will also edit my career objective and skills based on the job requirements and remove any irrelevant information.

2.4 Public Speaking and Presentations

Public speaking is an important skill required for not only academic life but for professional career to. I have chosen this topic because it was mandatory to reflect on my experience of preparing and delivering a presentation.

Description: I prepared a presentation on my career choice and determined my skills based on the chosen career. I chose owning a coffee shop as my career for my interest in coffee and entrepreneurship. For the topic I analysed the skills I possessed currently and the skills I required to open a coffee shop.

Feelings: The entire process was exciting and interesting for me as it helped me to reflect on and learn more about myself. I also thought that it was an interesting work because I had to research on coffee shops and design the presentation which was also fascinating to do. I felt good and reassured after finishing the presentation and I was happy with my performance.

Evaluation: The good thing about the presentation was that I was able to design a slide that I liked and was able to learn about how to prepare a presentation properly. The bad thing about it was that I still lacked in designing skills for which I could not make it as I wanted to. Another good thing was that I gained more confidence after delivering the presentation (Carnegie and Esenwein, 2017). Sometimes in the process I stuttered which can be improved too.

Analysis: Before preparing and giving the presentation I had little knowledge about how to properly prepare a slide and present it. I also had limited knowledge about the personal skills that I had and unaware that SWOT analysis can also be applied to a person. In the process of preparing for the presentation I performed extensive research and self-study which helped me

to become more confident about public speaking. The SWOT analysis I conducted helped to understand my personal strengths and weaknesses and how I can improve it.

Conclusion: I learnt a lot from this presentation. I gained learnt how to make a good presentation, how to properly speak in public, I also learnt how to apply SWOT analysis, and learnt how to prepare a personal development plan. I also gained knowledge about the skills I still need to own a coffee shop and learnt how to gain those.

Action Plan: I will be using this knowledge to perform well in future academic presentations and use it in professional presentations as well. I will enrol in a designing course to learn how to prepare better slides and practice public speaking to become better. I will be more confident and prepare my speech in an informed manner with relevant information in case of public speaking in the future (German, 2017).

3.0 Conclusion

To conclude, I have learnt many things from the module and the topics that were covered in it. My self studying also helped me to gain in depth knowledge on the topics taught in class. I learnt about time management, academic writing, public speaking, CV writing and various other topics which will help me to succeed in the future.

References

- Adeani, I.S., Febriani, R.B. and Syafryadin, S., (2020). USING GIBBS'REFLECTIVE CYCLE IN MAKING REFLECTIONS OF LITERARY ANALYSIS. *Indonesian EFL Journal*, 6(2), pp.139-148.
- Carnegie, D. and Eesenwein, J.B., (2017). *The art of public speaking*. Courier Dover Publications.
- Cheary, M., (2022). *What are transferable skills?* | reed.co.uk. [online] reed.co.uk. Available at: <<https://www.reed.co.uk/career-advice/what-are-transferable-skills/>>.
- Forsyth, P., (2013). *Successful time management*. Kogan page publishers.
- German, K.M., (2017). *Principles of public speaking*. Routledge.
- Norris, C.B., (2016). Academic writing in English. *University of Helsinki*.
- Sainz, M.A., Ferrero, A.M. and Ugidos, A., (2019). Time management: skills to learn and put into practice. *Education+ Training*.
- Smith, J., (2022). *7 ways to improve graduate employability* | *Prospects.ac.uk*. [online] Prospects.ac.uk. Available at: <<https://www.prospects.ac.uk/careers-advice/getting-a-job/7-ways-to-improve-graduate-employability>>.
- Street, B.V., (2015). Academic Writing: Theory and Practice. *Journal of Educational Issues*, 1(2), pp.110-116.