

UNIVERSITY OF WALES

TRINITY SAINT DAVID

ASSESSMENT

ON

ACHIEVEMENTS ACHIEVED BY ACADEMICS AND EMPLOYABILITY SKILLS

Module name: Academic and Employability Skills

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Introduction

The student is like a tree. The more water and food you give, the more it grows, releasing oxygen for others. On the other hand, this is the same case with the university lecturer, the more they offer their knowledge, the more they increase each student's knowledge. Besides, the knowledge provided by teachers helps students in acquiring the necessary skills needed for one to secure future employment. It is the responsibility of the students to ensure that they take their studies seriously and consult where necessary. This is important because it will help them acquire necessary skills needed for both academic and employment fields. As a student it is required of me to present my work in a presentable way that is attractive both in school and at the workplace. This lesson has presented me with time management skills, academic writing, and referencing and presentation skills. As a result, this report presents the topics that I have learned through this lesson and how I can apply them to present my work in an effective way not only in class but also in the professional field.

Time management

The first lesson that we had in this module was about "Time Management," our lecturer briefly explained the meaning of this topic. The study was very interactive as we had the opportunity to ask questions and answer when the lecturer asked us. For example, one of the questions was that Mrs. Sylvia asked everyone what it is and how we manage "Time management "I just said how I work time every day of the week but not every hour of the day. However, by the end of this lesson, I fully understood the meaning of this topic.

First, by the end of the lesson I fully understood that creating a weekly list will bring about superior

results. For instance, by organizing my time as efficiently as possible I can complete my tasks in an enjoyable time without missing my targets. One thing that I need to do is to value time and manage my time in an effective way. From our lesson I have understood that to learn how to use the current time, I need to schedule my daily and weekly activities in a systematic way.

First, I need to schedule my assigned tasks and achievements that I can do during the day, a week and even during that month. This will give me an opportunity to utilize my time well and at the same time complete my targets in an enjoyable time. Similarly, scheduling my assignment will help me avoid time wastage or even doing unnecessary tasks that are not helpful (Tracy, 2014). Therefore, it is important that students balance their activities by planning earlier to avoid time wastage.

Secondly, I have understood that I need to see which activity has the highest priority. This will help me know which activity to start with and which one to give the last priority. By making such an assessment, it will be evident how I manage my time on every activity. Time management can be handled effectively by avoiding unproductive activities and conversation (Tracy, 2014). Therefore, as students we need to understand which activity to give the priority and which one to give last priority.

On the other hand, I have also understood that it is important to create a plan to avoid wasting much time. As students we should always keep a notebook to list all the tasks we have planned to undertake during the day, or even for a week. This will give us an opportunity to manage our time effectively (Tracy, 2014). Furthermore, having a plan will help me to have sufficient time to relax since all activities will have their time. As a result, it encouraged that student plan

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themselves well and work on tasks as per the plan.

In addition, I have understood that I should learn to say 'no' to some activities. This is because there are activities that one can engage in that are not important, hence end up wasting much time. I can never manage my time unless I say No to something that is not my priority. Saying no to some activities will help me prioritize only important activities that are helpful and productive in life.

Furthermore, of the most effective and powerful skills we can have in life is time management. If we do not manage time well, the chances are minimal for us to achieve our goals in life. Your ability to manage time will determine the successes you will achieve (Tracy, 2014). Therefore, this will explain that the more helpful we are in spending time, the more things we will succeed

in. I have arrived at this conclusion through the knowledge acquired from my lecturer Mrs. Sylvia Hoffman and from the book of Brian Tracy.

Academic Writing

Before the second class, I had not thought that writing should be divided into methods and what exactly meant by 'Academic writing.' However, from Mrs. Sylvia's explanation in class, it was clear that academic language is not a different language. She noted that it is the English language, but it is entirely different from what we usually use in writing specific vocabulary when we must talk to friends or when we write about work (Renfwrite, 2017). Therefore, academic writing is a unique style in the official language. It is used more by people related to science literature or journalism where they should not express emotions but express opinions and achieve objectivity.

From this lesson, I can now understand the difference between academic and artistic writing. This is because academic writing is distinguished by the purpose, the type of language used and the

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structure which comprises the subject and verb.

Because of the primary purpose of artistic writing, which is to express emotion in academic writing, it is important to extract facts and argue effectively. Before writing academic writing, we need to know four sentences type. They include simple, compound, complex and complex-compound sentences. Understanding all these types of sentences gives us an opportunity to author a good academic paper that gives clear ideas and perceptions (Renfwrite, 2017). Besides, they help the lecturer understand what we are trying to communicate in our responses.

In addition, through this lesson about academic writing, I also learned about paragraphs that have particular importance in writing. These types of paragraphs are important for my assessment. The analysis of the paragraph is divided into three parts. The parts include the topic sentence, supporting sentence, and finally the concluding sentence.

Also, through examples given from the lecture's slide gives us the opportunity to understand more effectively what the paragraph means. Therefore, to ensure we construct a good paragraph our lecturer retreated that it must consist of three parts. Also, at the end of the

lesson, the lecture allowed us to construct a paragraph through the question. At the end of the lesson, I understood that a paragraph is a set of sentences where the purpose is to produce as many clear ideas as possible for a single topic in a group (Renfwrite, 2017). Furthermore, it is my responsibility to keep on practicing increasingly to ensure I construct a good paragraph that is understandable.

Referencing

To explain what referencing means, first, I needed to know what plagiarism means because both

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have a strong relationship. Based on our readings in class, plagiarism means stealing someone else's thoughts or ideas using them as your ideas. This would be suspicion or misuse of your ideas or skills. Plagiarism in its form is made up of several types (P.Org, 2017). Therefore, plagiarism can be deliberate plagiarism, paraphrasing, patchwork paraphrasing, copy pasting plagiarism and accidental plagiarism.

From the studies in our class, it was clear that plagiarism leads to copyright violation that has organized or designed a work plan, idea, or the creation of an assessment at work, school, or even in universities. Besides, anyone looking to create a project or get a job can read or search for various information online, books by different authors, newspapers, or magazines (P.Org, 2017). Still, all this information gathered should always be shown where we have referred ideas or our thoughts to carry out the final project we had planned; this is what is referred to as referencing.

When we research something or read the complete information from a book, newspaper, or magazine, we should give the full source information that helped us complete our project or idea. This must include the full name of the person where they got the information or the link information if we have data on the internet and the book's title, the page where the data is located, and the year this information was published.

To better understand this lesson, we all worked with Mrs. Sylvia, who kindly explained to us what plagiarism is comprised of and it was our responsibility to ensure that we adhere to what we need not do when writing our assignments (P.Org, 2017). This was important for all of us because it will help us avoid the consequences that come because of plagiarism such as

discontinuation from the university. Therefore, I found this lesson to be important since it can help

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me in doing my assignments in honest way which may also help me in my professional life.

In conclusion, it is clear from this topic that any personally constructed work step by step will reach the right height you want, and any work previously completed by someone else will send you to the end of the realization of a project.

Presentation

What is a presentation?

A presentation is a means of communication that can be adapted to various speaking situations, such as talking to a group, addressing a meeting, or briefing a team. Before making a presentation, we must first define the body parts of the presentation. The parts of the presentation include the pre-talk presentation, handouts, opening, speaking, body language, questions, length, behavior, and the conclusion.

To make and finalize a presentation, I need to create confidentiality in myself so that I do not have emotions when I am speaking. Similarly, I understood that one needs to give a feeling so that the people who are listening to you have the power of speech to be understood by the listeners, but also to be accepted by them.

According to the lesson, I learned that my presentation and essential part should be devoted to giving not only innovative ideas but also meaningful and achievable ideas. I also understood that when I am presenting a plan or sharing thoughts with listeners, I need to have the power of speaking to be heard by everyone. Even if the number of people listening to me is large, I do not need to shout to be heard by others, but to speak in a way that is as clear and pure as possible to achieve the presentation's goal. Our lecture advised that when presenting, it is important to be

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careful and not to sound like I am giving advice to the audience and always remember who my audience is.

An essential part of the presentation is repeating the same word several times to be understood as clearly as possible by all the participants participating in the presentation of what you are discussing. Using the body in the form of signs would make the presentation more meaningful and exciting. Careful use of each element would bring a successful presentation and approval. At the end of your presentation, allow questions that can clarify as much as possible what you have presented.

Conclusion

In conclusion, this report has presented an overview of the knowledge and skills that I have gained all through our lesson on academic and employability skills. From the report, this lesson has provided me with skills on how I should manage my time, author a decent academic paper, how to reference and how to present my work. Through the help of our lecture, I have gained sufficient knowledge and skills; thus, it is my responsibility to ensure that I put the skills into practice.

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