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ACE Term 1 G 1

Assignment Part 1

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REPORTS WRITING

REPORT WRITING

The three (3) main topics I will be looking to talk about this term are:

- 1.) Time management / Organising study.
- 2.) Paraphrasing.
- 3.) CV Writing.

TIME MANAGEMENT/ Organising study

What is Time management and organising study: Time management is the ability to use one's effectively or productively, especially at work. This also refers to the way that you organise and plan how long you spend on specific activities, balancing the time requirements of different aspects of life.

ACTIVITIES THAT TAKES TIME:

Activities that take my time are work, family, sleep, eating, exercise, lectures and football which takes house of my time, and I would be illustrating it on "To do list". I will be talking about my basic time management, which is the most important thing I do and is achieved by the expenditure of time and energy. Which is eating in the morning, afternoon and night, Bath and do morning exercises.

DAILY TIME MANAGEMENT

List of what I need to do with a certain time span is bath, sleep, eat, go to work. My priorities and estimated time requirements are conjoined as eight hours every day which makes me know how to plan my days very well and has helped me towards all my day-to-day activities within the period. I use my time efficiently by following my to do list which has really helped me and most of what I do that wastes my time is go through social media, watching movies and playing games.

The diagram below will be showing my daily "To do list" Daily:

'TO DO LIST - DAILY

Activity	Time Required	Priority	Time	Activity
Sleep	8 hours		7:00	
Bath, eat and get ready for work.	1 hour		8:00	
work			9:00	Get bus to work.
work			10:00 - 4:00	Work for seven (7) hours throughout the week.
home	1 hour		5:00	Go back home after work.
House choir	1 hour		6:00	Do my house choirs.
Get ready and sleep.	1 hour		7:00	Get ready for the next day and sleep.

EISEHOWER METHOD

A diagram would be shown as how I used my Eisenhower method.

This are urgent and not urgent, important, and not important.

URGENT

NOT URGENT

• Emergencies • Work • Eat • Assignments • Lectures	• Long term goals • Do research. • Achieving goals • Due soon
• Phone calls • Errands • Check all the emails.	• Social media • Reading group messages and replying • Watching tv • Playing video games • Eating junk food.

Under time management I learnt about academic and employability skills

Academic skills are skills made up of core skills, such as academic writing, presentation skills and referencing, which underpin more complex skills, such as critical thinking and reflective practice.

Employability skills can be defined as the transferable skills needed by an individual to make them employable. Along with good technical understanding and subject knowledge, employers often outline a set of skills that they want from an employee.

This helped me in terms of getting the available skills I need to work on knowing myself and my situation.

SKILLS FOR EFFECTIVE LEARNING

Suggestion:

- ❖ Understanding the way you learn
- ❖ Organising and planning and managing study
- ❖ Time management
- ❖ Working with others
- ❖ Making a Presentation
- ❖ Research skills writing skills.
- ❖ Referencing skills
- ❖ Writing skills
- ❖ Reflective & creative thinking
- ❖ Critical Analysis
- ❖ Memory

Getting to know myself I described myself using the SWOT analysis.

<u>Strength</u> • Education • Punctuality • Leadership skills • Determination • Ambition	<u>Weaknesses</u> • Lack of IT Skills • Poor time management • Lack of professional help
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<u>Opportunities</u>	<u>Threats</u>
• To study Health and Social Care at the University of Wales Trinity Saint David • Working as a first aider in an online food shopping company.	• Economic situation • Money management

PERSONAL DEVELOPMENT PLAN

Personal development plans enable individuals to take charge of their own learning. Learning becomes a proactive as well as reactive process, designed and prioritised to support. Immediate development needs as well as longer term ambitions". Personal development plan enables you to identify key areas of learning and development activity that will enable you to either acquire new or develop existing skills and behavioural attributes for the following purposes:

Skills I need:

- Commercial awareness
- Communication skills
- Teamwork skills
- Negotiation and persuasion skills
- Problem solving ability.
- Leadership skills
- Organisational skills
- Perseverance and motivation
- The ability to work under pressure.
- Confidence.

The diagram below:

	Short-Term Time Frame	Mid-Term Time Frame	Long-Term Time Frame
Section1- My Goals	Within this Short-term my aim is to work hard towards and get my certificate of higher education skills.	Achieving my qualifications. Get my level 2 qualification in care.	Graduate from university. Start my own business.

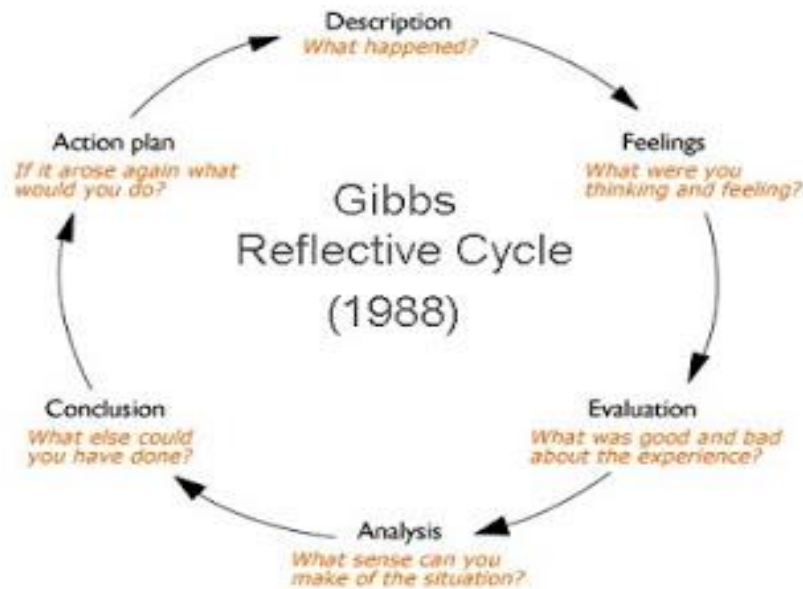
Skills and knowledge to be learned.	▪ I will develop my IT skills. ▪ I will improve my leadership skills. ▪ Punctuality at work.	▪ Management skills ▪ The ability to make decisions.	I would like to have liable skills managing my own care home.
How to acquire my skills.	• Doing research on companies • Getting ideas online on how to start a care home.	Looking for a suitable place to start my adult care home.	Running my care home.
Resources I need	Time Ideas Budget	• Registering my care home. • Getting my company insured. • Creating my business website.	• Starting my own business. • Finding employees.

The diagram shown above is my personal development plan which made me know what I am currently doing and what to do in the next two years and in the future ahead, this makes me plan time.

Paraphrasing

Under my paraphrasing I learnt so much about changing words and the structure but keeping them in the same meaning and providing a reference for the work done, this will really help me based on my career in the future by knowing how to paraphrase and giving a reference in my works either when applying for job based on my career and knowing how to put them on same word but different meaning. This has helped me in changing word orders example (The best explanation for the British location of the industrial revolution is found by studying demand factors) and paraphrasing it will be (A focus on demand may help explain the UK origin of the industrial revolution) this shows an example of putting words in a simple sentence.

Using Gibbs' Reflective Cycle (1988) method I will be explaining my experience of my chosen career and in this course.



The diagram shows the Gibbs Reflective Cycle (1988). I would be using this and the lessons that can be drawn from it and that can change my future actions.

Writing my CV what I learned from this topic is to make sure my name is written bold in the document and to write a "curriculum vitae" below my name and then indicate when I last updated my CV. It shows me how to include my contacts, professional address, telephone, e-mail address and my website which made me do research on my chosen career to know what to put down. Under the research I created an article with creative writing, translation and editing. I got my training certificate in care and my training certificate as a first aider. I have worked as a first aider in an online shopping company for more than a year now, this gives me the idea on that I am about to do in my chosen career. It encourages me on how to maintain my career aspect, which is social work, I would like to work with the NHS which is the main clinical company in the United Kingdom after getting all my qualifications based on the career I am looking forward to. (Finishing my university at the university of Wales Trinity Saint David and getting my certificate, then after going for my masters I would like to look forward in getting the job I want which is social worker. The CV writing helps me to know how to write and upload my documents appropriately.

Public speaking and giving presentations. Presentation can be defined as the giving of something to someone, especially as part of a formal ceremony. It can also be defined as the giving of speech or talk or a piece of work which is shown and explained to an audience. I sometimes get nervous about what people are thinking about my speech when I am giving it but if I don't judge people from the audience then I will have the mindset when I am on stage that people from the audience are not judging me. Lastly, I think that I will be able to get up in front of people and give a speech without getting extremely nervous. I haven't had much experience in front of big groups, but I hope it helps me in the first semester, but in my next semester I would be very good at presenting without having any nervous feelings if someone asked me to give public speaking. When I had my last presentation, I did not think I needed to prepare because we were able to read it straight from the power point that we sent to the mail. However, I was wrong, I noticed myself pronouncing words incorrectly and stumbling on some of the alliterations within the poem. If I were to practice more, I think those would have been that much stronger. One thing that I think I could do to fix this is rehearse more with my peers. If I practiced the whole speech with my friends, I would be stronger because I will remember most of the things we spoke about. I can make these in an order that is organised and

makes sense. I also make sure to let people know what I am talking about, which in the case of my oratorical speech, was optimism. But along with these strengths, I also have a multitude of weaknesses. One of my weaknesses was volume during my speech. I was not confident giving my speech in front of a class and did not project my voice and ideas to the people I was meant to be talking about my social work career, but I included business, I could defend it by being nervous I couldn't because of the crowd. I just didn't want to depend on people because they can be disappointed sometimes. I am a responsible person I like good in my classes and finish on time. Not many people are like me, sometimes they do not do anything because they know someone else can do it for them. College is different because I knew that it was going to be tough because it was an online lecture which I have never had before, but I could understand because of the situation going on in the country and the isolating. I did not want to be alone because it's hard, especially when doing presentations. Meeting my group members for the first time was okay, at first, I did not talk to them because they were quiet, and they are much older than I am. At first, I found it very difficult to talk to my group members, I got in touch with two young people after two weeks of being in university. I later found out that giving a speech is not a very simple task to take. Many individuals think that making a speech is just a simple task to take that could be done in minutes, but little does one know that there are many strategies and considerations before performing a speech. Also thinking that no one will ever remember what the person said in their speech, but chances are, if the speaker refers to something that might offend the audience, then the speech will turn out to be offensive to one. Talking in public or in the classroom, needs to be taken seriously for many varieties of subjects like including careers that require one to make public speaking. The lesson to be drawn from this case is that it will give me more knowledge to know how to present and based on my social work it gives me more strength to work on my public speaking and leadership skills.

Reference list:

Time management skills can be seen at <https://zety.com/blog/time-management-skills>

Paraphrasing can be seen in UCL (2009) <https://www.ucl.ac.uk/ioe-writing-centre/reference-effectively-avoid-plagiarism/paraphrasing>

CV writing can be seen at (2021) can be found at <https://www.iwriteessays.com/essays/how-to-write-a-successful-essay-about-your-cv>

Giving a presentation can be seen at <https://www.cram.com/essay/The-importance-Of-Giving-A-Speech/FKNJJWLGRE45>