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Introduction

Employers may ask you to provide instances of how you have honed particular abilities from your time in school when you start applying for employment and attending interviews. This guide examines the employability abilities you can develop through academic writing, essay preparation, and report writing. It ought to be a helpful tool for you while you create your CV and apply for jobs and internships. Study techniques might be academic techniques, study skills, or study methods. The process of organizing and absorbing new material, remembering information, or coping with assessments are all covered by a variety of study skills.

1.0 Reflective Report

I was required to conduct a literature study during the semester. I had no idea what a literature review was at the time. According to Hart (2005), the process of reading, evaluating, and summarizing academic resources on a particular subject is known as a literature review. Since literature review was a new subject for me, at first, I found it to be very challenging. Following the initial summary criticism, I also discovered that the academic writing style and referencing were the actual areas of concern. I felt very confident in my subject matter and writing abilities before making my first submission. However, as a result of the response, I feel hopeless and depressed. I didn't understand, and it made me angry about the entire marking system. Initially, I had several concerns about finishing the course successfully. When I first became aware of my shortcomings, I first felt like denying them.

However, gradually I accept my weakness and try to find out a solution to overcome. I started to set goals and be disciplined enough to reach those goals by the deadline. I kept a small notebook and wrote down each day what I needed to do in each class. Believe the best positive experience of this event being able to organize my time for studies and work. One of my weaknesses was. I have been afraid to ask for help, as this course progressed, I overcome this issue. I realized in the academic world everyone helps each other. After receiving feedback, I had the chance to meet one-on-one with the heads of both the public and the learning development unit modules. To help me with my writing style, they provided some insightful guidelines and academic reading exercises. To help me with my referring, my mentor provided me a new Harvard reference

format. So that it will aid in my academic improvement and prevent me from being accused of plagiarism.

According to the Gibbs model of reflection, if I could reflect on my learning experience, I would be able to comprehend and perform better when similar situations arise in the future. I've learnt to be more organized and goal-oriented, and I've improved my reference and academic writing skills. My academic area needs a lot of work in the future. I also need to develop my critical thinking abilities. My writing abilities need to be organized in a more scholarly manner. In conclusion, the producing fifths essay has improved my reflection skills. I was able to organise my thoughts and emotions more effectively by using the Gibbs model of reflection.

2.0 Referencing

The benefits of precise referencing are not often obvious. According to Becker (1986), the most crucial role of referencing systems is the creation of arguments. There are four distinct dimensions to this. Being aware of the citing conventions has made it easier for me to draw support for my own arguments from previously published works. It also helps to organize the previously published information and arguments by tying published authors to my specific works. Thirdly, references helped me find sources, gather evidence, and show linkages between different areas of knowledge. Finally, using references offers me the ability to analyze, contrast, compare, or evaluate other sources in order to correctly frame my arguments.

Writing with references also improves the effectiveness of argumentation. The referencing structure enables me to create a comprehensive work that incorporates several viewpoints while still highlighting their own beliefs; quotations, for instance, aid the reader in differentiating the writer's opinions from those of other people. Again, readers might not be able to tell the difference between the writers' own thoughts and their sources if arguments are poorly linked.

My transition to the precise and accurate academic writing style required for higher level research has been facilitated by referencing.

3.0 Paraphrasing

The ability to paraphrase is crucial for academic writing since it involves higher-order thinking and high levels of reading and writing proficiency. A strong academic article should illustrate your understanding and knowledge. It is not a list of quotations with very little of your own thoughts. My essay now demonstrates that I have a unique viewpoint on the subject. I have to research the topic and then use supporting texts to write an academic paper. The majority of my essay should describe how I understand the topic. My explanation or interpretation of the ideas of another individual is a successful paraphrase. To ensure that the notions are the same and are not taken out of context, I now paraphrase a brief excerpt from a text in the same amount of sentences (or fewer). This phrasing is an exact translation of the original into my own words. I read the original piece again before paraphrasing it, checking up any unfamiliar vocabulary, until I believe I fully comprehend the meaning and purpose of the author's words. I also conceal or obscure the route. After the text has been obscured, I summarize the author's point in my own words as if I were explaining it to my teacher or fellow students. When I'm done writing, I compare my interpretation of the author's notion to the original. I compare the two and think to myself: Have I properly defended the author's views in a fresh manner that is distinctive to my scholarly voice and writing style? Did I attempt to rewrite the author's original sentence(s) or did I merely rearrange the words?

I then scan the passage for any phrases or terms that I may have misappropriated. To make it clear to my readers that these words were taken directly from the source text, I'll put them in quote marks before I cite them.

For instance:

Original text: "Becoming an autonomous learner is vital in higher education today." (2006) Payne and Whittaker

According to Payne and Whittaker (2006), developing your capacity as an independent learner is one of the most crucial university-level talents.

I make sure I comprehend the original material before looking for the key concepts (words and phrases) and marking or highlighting them. I look for different terms or phrases to use in place of them. By examining the relationships between the words and expressing them differently, I alter

the text's structure (for example by changing the word order). I check to make sure I didn't copy any of the original text. Additionally, I check to see if the original text's meaning is maintained. I check to see if my writing is in my writing style. Additionally, I ensure that I accurately credit other people's ideas by doing so.

4.0 Presentation and Public speaking

When I present, I become anxious and need to improve on my confidence since it influences how I deliver the material. This module has help improve my presentation and public speaking skills. Understanding my audience is essential if I want to provide a fantastic presentation. For instance, it is essential to comprehend the history and objectives of the firm if I am presenting for a certain company. I'll be able to determine what the organization requires as a result. A successful presentation, in my opinion, requires a distinct introduction, main body, and conclusion. The structure is therefore essential. I should concisely summarize the main points of my presentation, as well as the subject on which it is based, on the first slide. The major points or arguments of the topic are contained in the main body, which must be concise and understandable. The conclusion provides a concise assessment of the presentation.



Another factor that I considered successful is body language. A simple grin and consistent eye contact with the audience can create a positive ambiance (Mandela, 1999). However, I believe that if I practiced more, I would feel more confident because I would be more familiar with both my speech and the subject I was presenting. I do believe that my introduction slides are strong, and I do incorporate pertinent data from academic sources to support my arguments in the main body.

To improve both the content of my presentation and how I deliver it, I may hone my talent by getting to know my audience better. In a similar vein, I feel like I need to practice more, especially if I am working with a group. This is due to the fact that practice enhances timing, organization, delivery, and confidence. Most of the time, I keep in mind that my friends see a lot more of me in the mirror than I do, so I am not discouraged by it. If I start to feel nervous before a performance, I either concentrate on controlling my breathing or I appreciate the spike in adrenaline. My nerves won't ever be seen by the audience nearly as much as I think they will.

Reference

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