

Salima Moukafi: 2029752

Lecturer Name: Soban Sadiq

My name is Salima Moukafi and I am from Morocco. When I started this course, I thought it cannot show me anything new, but once we really dived deep into the lessons, I started to realize, that I was lucky enough to have more knowledge, and that most of the lesson's topic was useful especially for the future work. In my assignment I would like to talk about the followings. I have found time management, that we discussed in the first week, very much interesting, followed by cover letter writing and lastly CV writing fascinating.

Firstly I would like to talk about time management. Before I have not think about time management as an important thing, or if it could make a difference on the quality of your work\life. Learning the steps of time management itself changed my way of thinking entirely. Most importantly how not to waste the time of your time at work. Creating a daily plan break down into hours, filled with prioritized tasks made me focus on the goal of the day. Planning the day also helped me not forgetting anything important what I wanted to accomplish and thought me how not to waste my time. At the end of the day I learned to review my accomplishments of the day and if there anything I missed I will move it to the following day. This helps me being motivated to see how much can be done in a day if the time is well managed. Time management helped me track down what is distracts me focusing on my responsibilities of the day. Comparing my productivity of days what I have not planned, and the days were planned by prioritised tasks (high, medium, low), the difference speaks for itself. Planning helps me be more productive and accomplish more than otherwise. Tasks being crossed from the list makes me motivated and satisfied.

The next topic is cover letter writing. A cover letter is a one-page document what you send to the Human Resources, along with your CV. The purpose of the cover letter is to help the Hr to get to know your background of your career. I think writing a cover letter Is important as well to let them know What do you have to offer as a professional and how could you positively affect the organisation if you were to be offered the role. I understood as well that It is an opportunity to express that you are enthusiastic about the role. I never thought before about the importance of a writing letter, I was thinking that a cv could be enough, but when the lectures explain to us the importance to it, I started to understand how could make a difference, when applying for a job. When you are looking for different jobs at the same time, you should write different cover letter that suits the company's standards. When writing a cover letter, you have break it down to 4 paragraphs, these are the followings:

1. First paragraph: Why you are writing. This is "the grab," your chance to grasp your reader by the collar and get their attention.
2. Second paragraph: What you have to offer the employer.
3. Third paragraph: Your knowledge of the company.
4. Fourth paragraph: Your closing.

There are Things You should never put in your cover letter, as highlighting any lack of skills, lack of attention to detail, remaining stuck in the past, talking money too soon, making it all about you. The best way to end a cover letter is to Make sure to offer thanks for their time and consideration, and choose a professional closing salutation such as, "Sincerely," "Best regards" or "Thank you for your consideration." Avoid

overly familiar phrases like, “Yours,” “Cheers” or “Take care.” This should be one page, divided to four paragraphs.

The third topic I would like to talk about, is CV writing, when writing one, you should choose your format Access MS Word Templates, there are 229 free CV templates are in MS Word. It makes your CV writing so much easier than ever. You could choose simpler or more designed versions of templates, depending on the job you are applying for. After that make sure you choose the font. My favourite font is Times New Roman 12. Ideally, I always suggest that a CV shouldn't be longer than two pages. Design: Your CV should be simple and sober. Don't use more than one colour (other than black and white) on your CV. The colour you use should not be too loud and bright. A good CV profile focuses on the sector you're applying to, as your cover letter will be job specific. Keep CV personal statements short and snappy - 100 words is the perfect length. Discover how to write a personal statement for your CV. The key skills that you list should be relevant to the job. Every CV should include the following sections: Contact Information, Personal Statement, Work Experience, Education, Skills. Additional sections you can put on a CV include Professional certifications, Hobbies and Interests, Languages, Volunteering, Projects, Publications, Awards and Conferences.

You should avoid irrelevant personal information and make spelling mistakes or having unexplained gaps in employment and lying about experience or providing misleading information which will lead to misunderstanding.

My knowledge about CV writing was basic, and it was good to see into it deeper. I learned how many templates exist on MS Word, and how you can use them accordingly to the job you are applying for. CV writing is often underestimated, but it has serious influence on a Human Resource Manager. Writing a good CV requires knowledge and knowing how you should build it up.

Lastly my chosen interesting topic is online learning. There are pros and cons in online learning. The COVID-19 has resulted in schools shut all across the world. Globally, over 1.2 billion children are out of the classroom. I experienced it hard because when we started this course, was right after the pandemic, so we weren't able to attend in person.

- 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.

What does this mean for the future of learning?

While some believe that the unplanned and rapid move to online learning – with no training, insufficient bandwidth, and little preparation – will result in a poor user experience that is un conducive to sustained growth, others believe that a new hybrid model of education will emerge, with significant benefits. “I believe that the integration of information technology in education will be further accelerated, and that online education will eventually become an integral component of school education,

There have already been successful transitions amongst many universities. For example, Zhejiang University managed to get more than 5,000 courses online just two weeks into the transition using “DingTalk ZJU”. The Imperial College London started offering a

course on the science of coronavirus, which is now the most enrolled class launched in 2020 on Coursera.

Many are already touting the benefits: Dr Amjad, a Professor at The University of Jordan who has been using Lark to teach his students says, "It has changed the way of teaching. It enables me to reach out to my students more efficiently and effectively through chat groups, video meetings, voting and also document sharing, especially during this pandemic. My students also find it is easier to communicate on Lark. I will stick to Lark even after coronavirus, I believe traditional offline learning and e-learning can go hand by hand."

The challenges of online learning

There are, however, challenges to overcome. Some students without reliable internet access and/or technology struggle to participate in digital learning; this gap is seen across countries and between income brackets within countries.

I found online learning difficult at first because I was distracted during the online classes and also not be able to be on a class in person, taking notes and working in groups as we did in the assignment 1, where we had to work in a team, and learn from each other.

Here are some pros of online learning:

1. Students can work from the comfort of their own home (or any other location).
2. Students can complete independent assignments outside of school hours allowing for more flexibility.
3. Problems like bullying are reduced.
4. Students can take more breaks when needed.
5. Students do not have to face outside distractions that are present in a school environment.

6. Students can learn with less fear/anxiety about others judging them. Students who may feel embarrassed asking for help may be more comfortable coming forward.

7. Students may have more opportunities to take certain electives or areas of special interest classes...or even incorporate their interests into their courses.

Here are some cons:

1. Depending on the age of the student, a parent needs to be home at all times (or other supervising adult). Some families cannot afford this.

2. Some students need to be shown exactly how to do something via demonstration which may be challenging through a screen in some cases (this can be particularly challenging for students with more severe learning needs who benefit from hand over hand support, direct modeling of a task, etc.).

3. Screen light (blue light can be damaging for our eyes) which is why it is important to have students complete tasks off-screen as well.

4. Some students need a lot of support which requires a person being physically present – this can be for behavioral, emotional, physical or academic reasons. –

Some parents may not know how or may be overwhelmed about having to provide a constant stream of support to their child throughout the educational day, especially when there are multiple children in the home or the parent has to work.

References:

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<https://educationandbehavior.com/pros-and-cons-of-online-learning/>

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