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Academic and employability skills (BMSW4001_LON)

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Introduction:

In this report I will do a reflection about what I learned in class and how I understand the four chosen topics by using the Gibbs reflective cycle for analysing several topics. I will write about Time management and why is so important for us. How can we get better in time management and how that can improve our selves in the work place. Paraphrasing and my explanation why we should know how to paraphrase, how this is helping our assignments and the improvements of our knowledge. How I understand paraphrasing also putting it in practice. The summarising technique and what is a CV and how it represents us in the working market. The report also includes explanation of my feelings during my studying process, evaluation of my studying and what could be done better for me. Also, what I find for good in my study process. Conclusion and references for the recourses I have used. (I am not sure in everything I am writing if is structured on the right way)

Description:

- Report of what I learned in class
- Gibbs reflecting cycle structure using
- Introduction
- My feelings during class
- My evaluation
- Conclusion
- Action plan
- Referencing
- 4 chosen topics

Feelings:

In the very beginning of my classes in the university I was feeling lost. My mother language is not English, and I was struggling to understand the lecturer for what I was feeling quite uncomfortable with my slow picking up of the lessons. With the time things got easier and here I am feeling little bit more confident writing my report for my assignment.

I was feeling like everything is happening very quick and before I have time to practice more for example with word, I must write a report using it, however I did learn several things and even that I do not feel ready for assignments I am trying my best.

I am not familiar with word and power point and doing my first presentation was not easy. During the classes I struggle to concentrate sometimes I was going back in the recorded sessions in Microsoft team so I can understand better the lessons. I also was engaged in lots of online research. I feel like I am rushing in my studying, and I must assimilate lots of different things for noticeably brief time. That could be a result of my not very organised time lack of concentration. I do not feel satisfied with myself about the tempo I am going with. I can do better.

Evaluation:

If I had more time, I believe I could do better with in class and better in my Assignment, but this is all the time and even more that I can spend by studying as my situation is not the easiest and I believe I'm not the only one who struggles with this time problem. From another side of view my lecturers are brilliant, and they manage to give me interesting lessons very comprehensive. I could be more focus if I had the time to visiting physically the university. I did learn about time management, Gibbs reflecting cycle, SWOT analysis, paraphrasing, summarising, CV writing. Harvard style referencing and academic writing is not my strong sides, and I am yet to learn much more about it. Now that I have more experience with learning while working and also single parenting, I am confident for organising better my time and for being more productive for the second term.

There is much more to learn in this course what I am very curious about, and I am looking forward to hear learn and assimilate.

Time management:

The ability to manage our time on the most effective way for us, is something what we learned in class. According to Sara L. and what she wrote in her online blog, the Pareto Principe named for the Italian economist Vilfredo Pareto, that can be used for successful time management. The 80/20 rules bicycle explain that 80% from our results are coming from 20% of our effort. Not just in time management but in general, study, work etc.

I learned how important is our time management in work as we can be more productive more success and more comfortable to meet deadlines on time be at work on time. Combining work tasks and self needs at the same day, being calmer at the workplace, respectively more successful.

Time is the most important thing in people's life and the right management is extremely important.

Paraphrasing:

The way we use text of other authors paraphrase them in our own words and use them in our presentation and reports etc. The paraphrasing is a technic of changing some of the words completely move some of them in different spaces in our sentence in order to prevent plagiarism. This is not a copying this is our own interpretation of the text.

It is important not to copy other works but to create your own one and to use your own words without changing the subject of the theme.

In order to study and to provide best information in our assignment we should be able to paraphrase text from sure sources so we can be confident in the information we provide. Paraphrasing is a good way of introducing already checked and sure information in our assignment and we also learn lot by reading it and in the same time using it. I would say that paraphrasing for me is kind of – with one bullets two rabbits. I personally find this method for very useful for my own learning and understanding the lessons. By reading and paraphrasing and summarising I can one- do my assignment, two refresh the knowledges in my mind and also the materials we learned in class.

Summarising:

This is another way of using other authors work but here we must summarise on a short way the most important things of the topic. If we read an exceptionally long material in our research and we only want to say in short way with few sentences what is written in the text and what is the main idea of text. We can read a long text summarise it and use it for our work in university. This way we can explain long materials in our own words on short and understandable way.

Summarising is a way of explaining long texts and I would say that this is similar to conclusion. When we are summarising, we have opportunity to use someone's long research and process of work on the best way for us by doing something like a conclusion on their work and highlight the most important information.

CV:

This is document that contains information about us. Our details, job experience, certificates. We need CV when we apply for job online. This is information for us and kind of a space for advertising our skills, knowledges and experience to employers.

In our CV we must also provide information about our personal data like address telephone number our full name and title, previous jobs the number of years of our experience or the lack of experience because not all us have one. Some of us just start their first step in several field. Some Employers wants information about where are we located because they doesn't want to hire people from far distances as that can be reason for getting late to work etc.

We must represent our self on the best way into the working market in order to be hire and work our wanted job. CV my include our pictures because also our hobbies and more personal information about who we are and how we live. That can be important information for employers because our hobbies can be also connected with our job, for example if I work as a designer I may love to draw in my free time.

Conclusion:

In the last couple of months, I have learn many things about employability skills but there are much more to learn yet. This is my very first steps in university and this is just the biggening of a long journey. I enjoy my first step of studying, get familiar with words and PowerPoints. This report has been done very late time and it cost me lot to write it while I feel so unwell. For some reason my first steps in the university are relate to lots of difficulties and chances in my personal life but I'm sure that things will go better and very soon everything is going to find its on place and I will be much more productive.

I was very close to give up on this report, but I did find strength to stand up from bed and try my best to write it and finished because discipline sometimes shows up in the hardest time to push us on the right direction.

Action plan:

My action plan is to get more practice with computer to get more skills and knowledge about PowerPoint and words. Time management is also something I need to explore more as I need to manage to use my time correctly in order to chance my career. The motivation is particularly important for studying and developing skills and knowledges in general. I'm about to start my own medical treatment connected with my lack of motivation. I started writing in my free time in order to get more practice about my academic writing what must be improved in the next couple of months.

After I finish this course I want to continue my study for bachelor degree in psychology. Psychology is always been very interesting to me and I already have lots of knowledge about several mental illnesses.

My action plan includes lots of study, online researches for which I plan to learn more intensive about online researches because this is the key for better learning. Research methods are on the top of my list of my plan action as this is something I'm not very good in. Using the library and getting my resources from the right place is from general importance.

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