

Academic and Employability Skills (ACE)
Report
About reflection on learning about this module
Task 2

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Introduction

Throughout my time at university, I've been taught a lot of things that are going to help me throughout my life and academically in the future. In this report I will be using the Gibbs reflective cycle on 4 topics I have chosen that I thought were most interesting, new and helpful towards my academic improvement. Gibbs reflective cycle follows about his learning experience and how he made his performance improve, he did that by following 6 steps starting from description, feelings, evaluation, analysis, conclusion, action plan.

Going in more detail of how Gibbs 6 steps cycle works and how he applies it to each of the steps. Description is Gibbs first step and its used to describe the learning I do in detail. Second step -feelings are to show how I as a learner felt and what thoughts I have during the process. Evaluation which is the third step is to evaluate the experience I have -talking about was learning this title successful or not and giving reasons why.

Fourth step is the analysis and its pretty much explanatory -its when you asses what went well from my experience and so these can be repeated in the future and it goes the same way to the things that went wrong and how they can be improved.

Conclusion is to write about what I've learned and acquired so far. Last step is to make an action plan of what I'm going to do to improve my skills and the knowledge I still acquire.

Gibbs had an iconic quote which is 'Learning by doing '(Gibbs cycle moto) which most likely meant that I could learn how to do things properly by actually doing them. His reflective cycle will be applied into my work for each of the topics and just like how Gibbs does it I will complete this to get a reflective view of my experience, so I know where to improve in the future.

Referencing

Referencing is a crucial skill when you write your work and use someone else's words or ideas but only if you use it correctly.

Referencing comes in two parts plagiarism and the reference part where you give the reference using the information from websites, sources and saying where you got them from. Plagiarism is the result of you not referencing in your work. But plagiarism comes in many different ways for example:

If you were to fail to reference you would be copying texts without indicating an author's work. If you want to paraphrase that will mean that you are partially rewording others piece of work.

When you self-plagiarise, you recycle your own work from other assignments you might have done but without referencing them.

If you were to submit your work and you cannot legitimately claim credit that will mean that you might have paid someone to do the work for you.

To be able to avoid plagiarism you would have to summarise, paraphrase and always reference the sources that you use.

Referencing might seem easy to do but I've been struggling when writing my work and also using information that I've found as I was never sure if I'm doing it right.

So even if I did learn how to do it, I still am unsure that it is done correctly and would say that I still require help towards it. Whilst learning about referencing, I found it good to learn about the importance of it and how I can include it into my academic work. Even if I was taught how to reference when it gets to using books and novels to reference, I always struggle and doubt myself when it gets to that point.

I could practice more on how to actually use citations from books and novels until I get better at referencing which might take some time, but I should be able to become more confident at doing this over time.

Paraphrasing

Paraphrasing is an important part when you write an essay, and the definition of paraphrasing is writing ideas of other peoples in your own work. It turns out to be quite useful when you're using the work of other people to support your own view.

When you do paraphrase you have to read and understand the text, change the words and structure of the work and at the same time keep original meaning of the text when writing.

To successfully be able to paraphrase you should use synonyms and change the word classes, change the word order and that could also contain any other necessary changes.

Changing the structure of the text means you have time to find meaning of the relationship between the words and the ideas implemented into the text what their effect. Using verbs, nouns, adjectives, adverbs and switching them up also breaking up the long sentences and combine them with short sentences could change the whole look of the text that's how you paraphrase a text.

To paraphrase is to change and modify your work so it is academically written correctly, and this is something I partially already knew how to do in college but not to this extended level and I've learned that is very important you paraphrase your work throughout and is cited which is something I'm still struggling with but continue to learn about.

Paraphrasing gives the writer a possibility to make their work look more professional, but I think it can be very hard sometimes to do that when what's written is what you wanted to say in the first place.

I could try to paraphrase examples found online to improve the way I can paraphrase. I do think if I have to paraphrase again in the future, I should be capable to do so at a good level.

Summarising

Summarising is a key part when you're writing academically as it's a short clear description that gives you the main facts and ideas that you have written in your text. The reasoning of summarising is to report the ideas of another writer in your own work.

The main summarising techniques are for the key ideas you've written: to take notes, to organise them in a logical order and always link ideas concisely.

There are 10 steps when writing a summary and must be met every time you summarise.

The first step is to read and understand the writing directions which means what you are actually been asked to write about.

The second step is to read and think about the material you're going to write about as well as understanding the text.

Third and fourth step is to take notes and you could write a thesis statement and to do that is in one single sentence you should state the main ideas of the actual article that you're writing about.

The fifth step is to organise and outline your ideas by writing down the most important details that you need to include in your summary, and you can do that by putting them in a logical order.

Sixth, seventh, eighth, ninth and tenth step are to overall take care of the structure of your text, revise it, proofread it and make sure its academically ready to turn it in.

In my view, I think that summarising could become a quite hassle you put so much effort into writing a long piece of writing and having to do a summary of all of it, but I also consider that it's very easy and calming to do.

I find summarising can be quite easy sometimes when you can understand the work you're reading, however when the work is difficult it could become quite difficult to find the points to write the summary of that piece of work.

To be able to improve further I need to fully pay attention at the work do, I will summarise and find the best way possible to make it as clear as possible within a short format. If I was to do summarising again in the future, I would make sure to follow the steps above to write a summary and this would make sure that I write the best possible.

CV writing

CV is an important document that is usually used and handed out/sent digitally to employers and companies with intention of becoming an employee. The actual definition for a CV is curriculum vitae. A CV has the purpose of convincing that employer who you actually are including other important things that they need to know.

When you're actually writing a CV, it needs to include 7 topics and these are: your personal contact details, a personal statement, your education and qualification, your work experience, any additional responsibilities and activities you've done and have been to, your personal hobbies and interests, the references you have.

Going through details for each of the topics it's important that when creating a CV, you follow the 7 topics in order.

Your personal contact details need to have your name, your email address, your contact telephone, your address and whenever you do write down your email address.

Your personal statement it's like an introduction of yourself and always make it brief, clear -straight to the point you're trying to explain.

When you write your education and qualifications in your CV you have to make sure you mention the title of the qualifications you have done for example your Certificates and GCSE's.

Make sure you've written the dates of your qualifications correctly and it should be the month and year. After that you should write down the result-grade you've received and when you do write down your qualifications it's always from the recent ones you have done.

The work experience you write down should similarly be written down from the most recent first.

Give the dates like month and year of each period of work, the job title you had there like supervisor or associate.

Your hobbies and interests can be anything interesting you do on a daily basis even if it might not seem so relevant -it could reveal great things about your abilities on those occasions.

When writing your references, it's important to remember that you don't just write references on your CV.

It would usually be one of your academic tutors and one of your previous employers. Before you write down your referees you have to make sure that they know you are writing their name down and make sure you ask them.

I feel like when you do write your CV if you've done it before it could possibly be easy to structure, however when I first made my CV when I was 16, I really struggled on what to write and include as I didn't have much experience. Now that I've had more experience from college and university as well as work, I have more experience and knowledge on how to fully develop my CV to be successful.

I have gained a positive view from the knowledge taken from university as well and now I am satisfied with how my CV is laid out.

Overall, with CV writing I have been able to learn new techniques that I didn't consider before which has allowed me to improve on my CV.

I also picked up a few things that I was doing wrong like how to properly address my referees when including them in my CV.

In the future when I'll have to write a CV for a family member for example or update my personal CV, I will then make sure to not make the same mistakes and follow the 7-step rule.

Conclusion

I personally think overall that these 4 topics I've chosen to talk about are more important to me as I am most likely to use them in the future, with the help of Gibbs cycle I was able to realise there is a lot where I can still further improve but the only way to do it is -to do it!

That to the side I consider referencing one of the hardest topics I studied in this module and by my tutors' feedback I'm doing mediocre at it, I do know I need to improve on inside citation but that will hopefully improve as the year goes on.

My learning in this module was hard but as well as manageable considering we are in a pandemic and we had to learn everything online. In summary -I've learned a range of new useful skills as well as this module really helped me improve my knowledge on the things I partially knew about.

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