

ACADEMIC AND EMPLOYABILITY SKILLS

REFLECTIVE REPORT

**“...the way that we learn from an experience to understand and develop practice”
 (“Reflection: What Is Reflection in the Clinical Setting ...”)**

(Jasper 2003)

Student: Octavia-Alexandra Dumitrascu

Student ID: 2111135

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Lecturer: Joanna Walsh

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INTRODUCTION

In this report, I will compose a reflection about my Academic and Employability Skills which I accomplished during this course, and I will apply Gibbs' (1988) model of the Reflective Learning Cycle as I resound with this strategy.

All through this course, the lecturer showed us various thoughts about Academic and Employability Skills. The teacher showed us assorted ways of managing utilizing time gainfully. I focused on the most effective way to make and use my headway plan, how to support my time as an understudy, how to become time-proficient, and the implications of the everyday plan. Our teacher moreover used Eisenhower to explain time use approaches and styles. Other than this, the speaker disclosed how to gather the right information to use recorded as printed copy reports, papers, and assignments. A piece of the critical perspectives recognized included taking notes during instructor's group and from readings, note embracing systems, source assessment, how to track down extraordinary scholastic sources, satisfactory sources, and studying information from destinations. Such points are especially critical in academic creating. The educator went further to show us a couple of diverse ways of managing insightful peace. I got a feeling of accentuation and language use; for instance, how to get and use language, how to encourage sentence plan and body entries.

The instructor offered us a short rule to educational making styles, the urgent paper developments, and section structure. Through this standard, I cultivated my abilities by understanding ding many language headings to legitimate my insightful structure. I moreover tracked down a couple of ways of managing, understanding the plan of conditions, sentences, and academic papers.

TOPIC 1: TIME MANAGEMENT

DESCRIPTION: A self-evaluation is having the choice to see one's own qualities and shortcomings. The qualities and shortcomings are the very issues that make me strong furthermore are the ones I need the most to chip away at. Utilizing time gainfully, stress, and my solitary learning style are issues that I really want to support, there is reliable space for self-improvement.

Utilizing time successfully is huge for certain people, yet more huge for people who have involved schedules or more than one occupation. I most definitely understand many commitments in this way using time viably is major. I am a companion, mother, understudy, and I am doing redid gifts to get more cash and, later, I need my own business in the cleaning area. Sometimes, I delay to the extent that this would be possible to do an obligation, but I get them completed on time. Consistently I ought to oversee different endeavors. In any case, I have not put down to figure out how I best arrange with my time, I work better thusly. It is not until the nights that any development enters my day. Presently it may not seem like I am not managing my time well, be that as it may, what I am doing is working as of now. There are many things I could do to further develop my time use abilities. To fuse, buying one more timetable and putting huge dates and exercises on the timetable at this moment is the best opportunity. Completing all my classwork during the week, so my family would have the closures of the week with me. Stop dawdling through unique loafers like to work under strain and make purposeful decisions to waver endeavors, before long, they regularly complete their tasks on time (Gafni, 2010, p. 116). Doing these things will offer me a schedule to pass and sustain my time use abilities. (Ritchlin (2002) states, stress is related to our obvious shortfall of control and heading in our own lives. With my weakness to regulate, a part of the time I feel like I am not in control, and it leaves me feeling restless. On different events I do not have the chance to try to feel restless, I continue with my life rapidly forward, and I am ceaselessly moving. Given the circumstances, there are times I think accepting another situation occurs, I will explode. I am not managing my strain in any shape, and exploding is not helpful for anyone.

FEELINGS: Similarly, I envision that managing my time better, and could help with lessening my sensation of uneasiness. Similarly, like others, I never ponder anytime what my right acknowledging style is. I did not know that there is one most ideal way for me to learn. After inspecting the four huge learning styles I thought I was a visual understudy. Regardless, directly following completing a learning style

assessment I understood that I am a heart-capable understudy. Similarly, brief rests are an amazing way for me to get my brain and dismissal the tension-free from the day, and when I am cognizant, I feel strengthened and ready to defy the world.

EVALUATION: During my Academic and Employability Skills course I discovered the importance of SMART goal setting which helps me push further, gives me a sense of direction, and helps me organize and reach my goals. The SMART goals are:

- SPECIFIC
- MEASURABLE
- ACHIEVABLE
- RELEVANT
- TIME-BASED

CONCLUSION: This module helped me to learn how to set my goals, and to set reasonable expectations. Also, I discovered how to manage my time efficiently and from now on I will always make a schedule for at least one week.

ACTION PLAN: There are many things I could do to help with alleviating my pressure. Unwinding is a charming way for anybody to diminish pressure, this could incorporate taking a long walk, perusing a book, listening to music, and reflection is an incredible way of decreasing pressure. Furthermore, I could set aside time and go to the gym center, I used to practice before I had my daughter and that consistently loosened up me

TOPIC 2: ACADEMIC WRITING

DESCRIPTION: Around the beginning of the course, I was new to school composing. My composing abilities were not horrible, yet they needed some change. A lot of the abilities I have deciphered over viably from optional school, yet some did not. I was for each situation incredible at getting information and setting out a foundation. Near that, I have reliably seen making basic once I have that base. Completing the central considerations was fundamental. In any case, when I displayed at school it was clear to me that I truly needed more subtleties, and that it was something I wanted. It required improving, yet it was everything except a hard fix.

FEELINGS: When I started this module, I was excited because it is something that I really like to do, but at the same time, I was afraid not to make mistakes and I did not have the courage to show to the lecture my notices.

EVALUATION: This class helped me with making fruitful frameworks for drafting texts by overseeing various drafts of an endeavor and seeing the occupation of reflecting, reevaluating, and adjusting at the same time, spellbinding locally and social pieces of innovative cycles, such as sorting out some way to surrender and to follow on client contribution to works underway, both by and with peers and in one-on-one instructor gatherings, and essentially thinking about how they may also make and apply to form capacities later on. The primary outcome was reached through the works underway of each adventure. I commonly expected to conceptualize first, but; accordingly, I had the decision to just record to get the information. It had many deformities regardless, yet during adjusting, most of them were settled with next to no issue. The ensuing outcome was brought out through peer review. This was the sort of thing I had reliably struggled with on the grounds that I did not have even the remotest clue of how to do it. In the wake of learning, I saw how huge it was. It allowed me to see bumbles that my frontal cortex could not have at any point seen and allowed me to see what my most typical mistakes were, which then permitted me to acknowledge what to avoid when forming. The last outcome in this class helped me with achieving was to cultivate data on shows by showing ability in language, highlight, and spelling, practicing type shows for structure, paragraphing, tone, and mechanics, and understanding the thoughts of ensured development that move documentation appears using clear reference styles.

CONCLUSION: Creating entries and arranging them precisely is basic, so there is nothing but a decent reason to defer this point. Taking everything into account, the undertaking that helped show up at the outcome about alluding to secured advancement was the investigation task. Allude to my sources with the objective that I do not fake someone's work and risk my own academic employment. The investigation task helped because I expected to find focal points for my dispute, and consequently, references would follow.

ACTION PLAN: I am planning to exercise my academic writing skills and I will be more confident, and I will succeed.

TOPIC 3: PARAPHRASING

DESCRIPTION: One more important aspect that I picked up during the course was summarizing. I investigated through the significant rewarding ventures by practicing and rehearsing the models. I concentrated on the job of referring to scholastic composition. Especially, the speaker showed use Harvard referring to methods using the 2018 Harvard referring to direct and a few referring to works out.

FEELINGS: For me, this module was quite difficult as I had never done it before and I was completely confused, but while I practiced, I realized that it is simpler than I thought.

EVALUATION: I figured out how to paraphrase and how to use the 2018 Harvard method to draft a good report.

CONCLUSION: In conclusion, paraphrasing is important on the grounds that it helps you with understanding the source right to compose it in the most natural-sounding way for you. It additionally gives you a strong possibility in contrast to using direct statements, which ought to be used inconsistently.

ACTION PLAN: In the future, I will use paraphrasing to express myself in an academic style.

CONCLUSION

In the conversation above, I have analyzed my module on TIME MANAGEMENT, ACADEMIC WRITING, AND PARAPHRIZING using Gibbs's method of reflection. I have worked on my abilities in using time effectively, and I can create and apply my improvement intend to execute my day-by-day exercises. Such abilities will not just aid me as an understudy yet in addition to later work environment setting. I have become time proficient, attentive, and results arranged since I have learned not to dawdle exercises. I am currently prepared scholastically to compose as well as to assess and use reports, activities, and articles. As an understudy, I can relate scholastic abilities to genuine circumstances, even those that I will look at in my vocation. The abilities I have likewise accomplished in basic, intelligent, and logical reasoning will help me with adjusting to issues and impart adequately and inventively using research-based proof. After this course, I accept I have created sufficient abilities in scholarly composition. With further developed language, jargon, sentence structure, improvement of conditions, body passages, and referring to, I can compose a magnificent scholastic paper, research project, report. For sure, this module has helped me with creating scholarly and work abilities.

REFERENCES

Gibbs (1988)

Gafni, 2010, p. 116

Ritchlin (2002)

Jasper (2003)

<https://www.hydratemarketing.com/blog/the-importance-of-setting-sm> (Accessed on 18.11.2021)

<https://medresearchteam.com/academic-writing-part-2-planning-your-writing> (Accessed on 18.11.2021)

TASK 4: MY FEELINGS BEFORE AND AFTER THE CLASS PRESENTATION

One night before my class presentation I felt so many emotions, I felt fear of failure, I was afraid to speak in public and I almost forgot everything that I learned. That night I did not sleep at all and in the morning, I was very tired. Once I arrived on campus I started shaking. I never had this kind of emotion. During the presentation, I managed to keep all these feelings under control.

APPENDICES

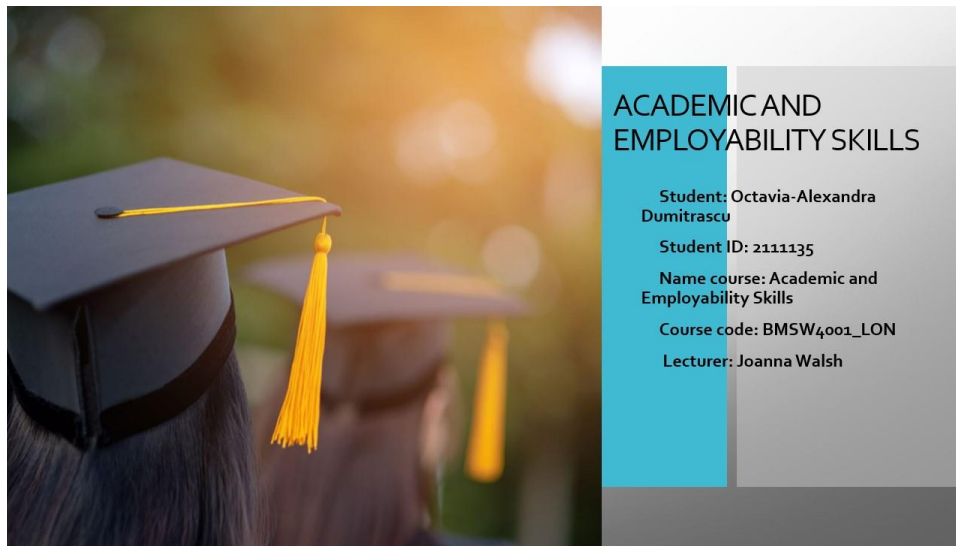


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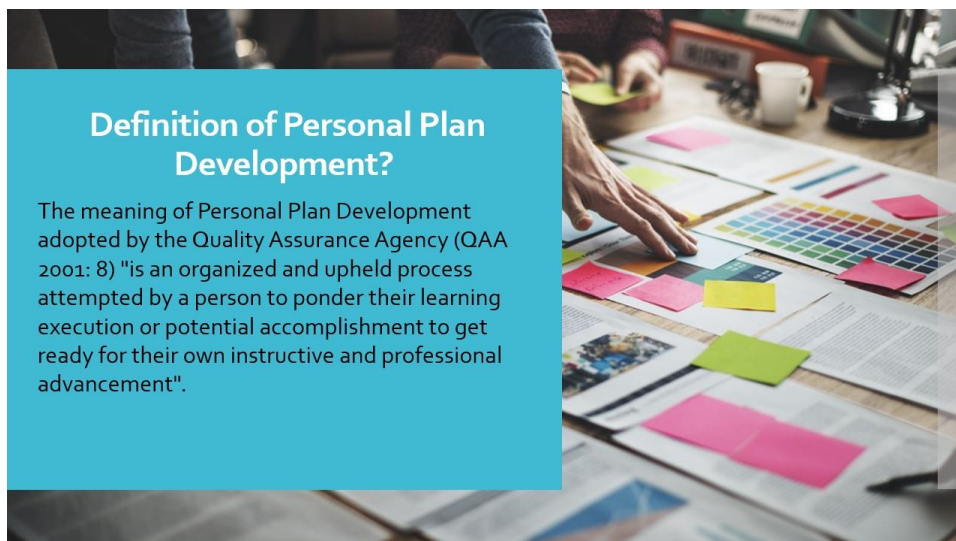
SWOT ANALYSIS

- Personal Swot Analysis

Time Management

- How I am planning my time
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The features of a Personal Plan Development

- **Where am I now?**
At present, I am a student.
- **What do I want to achieve in a short time?**
I want to successfully pass the assessments
- **What do I want to achieve in a long time?**
I want to achieve my Degree and after I want to have my own business in cleaning domain.

The features of a Personal Plan Development

To manage my own business, I will need to develop knowledge, abilities, and skills, such as:

1. Communication Skills and negotiation
2. Marketing, sales, and customer service
3. Problem solving
4. Numeracy Skills
5. Project management and planning

HOW AM I GOING TO GET MY OWN BUSINESS?

Start	I will start University
Attend	I will attend all lessons
Pass	I will successfully pass the exams
Work	I will work hard

SWOT ANALYSIS

Rozmi et al (2009) relates that strengths, weaknesses, opportunities, and threats are crucial tools for the organizations to evaluate their circumstance watching out and are comprehensively used to take apart within and outside states of relationship during periods of uncertainty.

PERSONAL SWOT ANALYSIS

STRENGTHS:

- Experience.
- Ambition.
- Competitive.

WEAKNESS:

- My present financial situation.

OPPORTUNITIES:

- Business structures and private homes increment day by day.
- The medical services industry and associations responsible for supporting eco-friendly strategic approaches make it a serious need for organizations around the country.
- Spectacular development potential, which I am intending to profit by with all my mastery and ambition.

THREAT:

- I don't expect any significant responses from our future rivals upon the section of our business in the industry.

TIME MANAGEMENT



HOW I AM PLANNING MY TIME	URGENT	NOT URGENT
	DO NOW	PLAN TO DO
IMPORTANT	Reject • insignificant solicitation from others • apparent emergencies • interferences and interruptions	Resist • computer games • chat, social media, text • long brakes
NOT IMPORTANT		

4 steps to manage my time :



1. I set my goals;



2. I set reasonable expectations;



3. I make a schedule for at least one week;



4. I revise my plan;

REVISIT MY VALUES

Realizing what is the most significant to me provides guidance to my life.

My energy should be arranged first toward things that mirror the qualities that are the most important.

Inspecting my qualities to assist me with settling on TIME MANAGEMENT DECISIONS.

REFERENCES

- Quality Assurance Agency (QAA 2001: 8)
- Rozmi et al., (2018)
- Aldehayyat & Anchor, 2008; Fleisher & Bensoussan, 2003; Lee & Lin, 2008; Shrestha et al., 2004).