

Assignment title: ACE Practical Portfolio

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Table of Contents

Task 2: Report	3
Introduction.....	3
Reflection on 'paraphrasing' by Kolb's reflective model	3
Reflection on 'Referencing' by Kolb's reflective model	4
Reflection on 'academic writing' Kolb's reflective model	6
Conclusion	7
Reference List.....	8
Appendices	10
Appendix 1: Task 1: Individual presentation	10

Task 2: Report

Introduction

In an academic environment, the initial stage is to help students to get involved with their learning activities. There is a requirement of some basic academic skills for doing so. Some of those skills are paraphrasing skills, referencing skills, academic reading and writing etc. All of these allow a student to read and write their assignments on theirs. It is also about getting practical knowledge by involving with assessments. I have also gained the basic concepts of these skills through practical and theoretical learning. This report is my reflection on those learning. I have used the reflective model of Kolb's for sharing my experiences.

Reflection on 'paraphrasing' by Kolb's reflective model

- ***Active experimentation***

Paraphrasing is the concept of writing the information that I have collected from others in my own words. It is mainly applied for avoiding any issues of plagiarism. It is the responsibility of any student to create the content on their own and the content also needs to be informative. I am not allowed to define any particular concept in my own words (Na et al. 2017). Instead, I am responsible for choosing an authentic source and taking the information from there. This stage is known as active experimentation as I am gaining knowledge by the application of my existing skills. In my case, I have understood the importance of paraphrasing and I have also found a few limitations of it. I do not have much knowledge about paraphrasing before getting involved with higher education. Most of my learning is connected with the activities that are associated with the inside of the classroom (Keck, 2014). I have also made a few personal tries for getting a better idea about paraphrasing. I have done so by searching the journals that have shared the entire concept of paraphrasing.

- ***Concrete experience***

The stage of concrete experience is for building a particular knowledge level and experience by analysing the previous learnings. I have paraphrased many contents while completing different assignments. However, I have found that it is not possible to fulfil any content in some cases. It is because the expression of the content completely changed because of paraphrasing. In that case, there is a requirement of using quotations for making the content more authentic (Hirvela and Du, 2013). I have experienced that the most important thing for being able to coronavirus is to have a strong vocabulary. It is because I cannot change the complete expression of content by

paraphrasing it. Instead, I am responsible for keeping it seem and only then I can give the credit to the original author (Pinjaroenpan and Danvivath, 2017). If my paraphrasing content is completely changed then it does not make any sense to give credit to the author from where I have collected the information.

- ***Reflective observation***

The third stage of reflective observation is to identify my strengths and weaknesses regarding the application of paraphrasing. I can consider this skill as one of my moderate level skills as I am neither good nor bad at it. This is why I try to read the objectives and conclusion of the content before paraphrasing any particular section of it (Brown et al. 2008). It allows me to keep the content on track and avoid any kind of unnecessary description. If I am not able to keep the meaning the same then I directly use quotations. I don't want to put much effort into it as it looks like a waste of time for me. I have found it has allowed me to make my file informative by avoiding unnecessary descriptions. The continuous application of a refreshment also has a direct impact on the development of my vocabulary as I am continuously searching for new words for expressing my views.

- ***Abstract conceptualization***

The stage of abstract conceptualization is responsible for helping a student to find out the ultimate conclusions regarding the learning and application of the chosen skill. I have mentioned my strategies of applying the skills of paraphrasing which I have considered as moderate level. It is because this strategy of myself is not applicable in all the scenarios. There are certain assignments that completely depend on statistical and theoretical information. In that case, I cannot use quotations throughout my assignment as there will be the issue of plagiarism in that case. However, paraphrasing has improved my overall skills of academic reading and writing. I have also become able to identify the importance of selecting authentic sources.

Reflection on 'Referencing' by Kolb's reflective model

- ***Active experimentation***

Referencing is the most important tool for writing academic assignments and it is the primary equipment for following the conditions of academic integrity. It is important for every student to make appropriate application of differences within their contents and I always try to be one of the students. I have learnt that referencing refers to the breadth of my research and it also makes me able to strengthen my academic argument. If anyone reads my content then they must get the required information on which my assignment is focused (Pears and Shields, 2019). The concept of reference is for allowing an individual reader to verify my data and check the authenticity of

those. I had basic knowledge about referencing and its importance before. After the completion of learning in this module, I have got an in-depth idea of it.

- ***Concrete experience***

I am continuously working on gaining more experiences through the utilisation of content from different authors. Whenever I work on any assignments I try to make them more informative by putting the perspectives of different authors and giving credit to them. Referencing is not only about making a file informative but I also use it for avoiding plagiarism. In some cases, I use direct quotations for putting some necessary information in my file. I have learnt about different parts of referencing which are citation, reference list and bibliography as well. Citation is the name of the author and year that appears in between the sentence within an assignment (Emerson et al. 2005). The reference list is the list of all the differences that are included within a study and this list is available at the end of any academic content. I can also use a list of bibliography at the end of my assignment. This list contains the specific sources from where I have taken my knowledge but I have not written this in my file.

- ***Reflective observation***

I have observed that I feel it is a bit tough to find appropriate references for some specific content. It is mainly because of the distinct objectives of distinct authors. For example, if I am writing any particular content and I am not finding any other sources that are exactly on that subject area. In that case, the importance of searching for journals becomes high. It makes me search for more content and use the most appropriate ones within my assignment (Paltridge et al. 2016). As I am already aware of the concept of paraphrasing then it also becomes helpful for me to make my content informative and follow the conditions of academic integrity at the same time.

- ***Abstract conceptualization***

The concept of academic integrity is to help a student to remain honest during his academic study. The most important part of it is to create the academic content on their own and the evidence of copying the content of others. I think that my learning and understanding of referencing have become completed through the learnings of this module. I have also become able to learn the factors like citation, in-texting for making my file authentic (Hyland and Jiang, 2017). However, I feel that I am still a bit weak regarding the collection of appropriate information that fits the requirement of my assignment. In that case, my citation and reference list can also be inappropriate. I need to work on the improvement of this vehicle area through to the next application of Kolb's model.

Reflection on 'academic writing' Kolb's reflective model

- ***Active experimentation***

Academic writing is completely different from the normal writing style of an individual as a writer needs to follow a few specific characteristics. It starts with following an appropriate structure and making the content precise. The selection of words also needs to be academic and any kind of casual words are to be avoided. The logical flow of information is also necessary for making the topic understandable from the perspective of a reader. The concept of paraphrasing and referencing also play an important role in academic writing (Street, 2015). Any content needs to be based on proper research and the collected information should be put appropriately as per the research. I am able to improve my research skills by completing a few assignments. I am also working on writing content on random topics related to my subject areas. It is mainly for enriching my knowledge level.

- ***Concrete experience***

The concept of concrete experience is for gaining experience from the learning activities. I have found I am a bit new with the concept of academic writing. My non-verbal communication was moderate and I was mainly involved with distinct formal writings only. Currently, I am able to write academic content on my own with the help of research (Giltrow et al. 2021). I can also follow the conditions of academic integrity by the application of paraphrasing and referencing.

- ***Reflective observation***

Reflective observation is for identifying my strengths and weaknesses in academic writing. As of now, I am able to do according to my strength and create the required content as per the requirement of different assignments. I have also received feedback for my improper ability of critical thinking. In some cases, some of my assignments have also become generic or descriptive (Norris, 2016). I have tried to make them more informative by the addition of more information from distinct authors. I need to put more focus on the development of logical arguments by putting information both in favour and against a topic.

- ***Abstract conceptualization***

As per the outcome of overall learning activities related to academic writing and researching, I can term my skill as moderate. There is a requirement of more diversified experience for being able to complete my knowledge. If I work only in a specific area, then I will only get similar types of information by researching. It means I need to make continuous progress through the changes within my external learning environment. More importantly, I also need to work on self-assessing it in terms of my improvement in academic writing.

Conclusion

Self-reflection is the key to completing any set of learnings. It allows an individual to get a better idea about his progress through real-time analysis. I have found that my skill of paraphrasing is complete and I have gained most of it by this module. Paraphrasing is about using information from other authors and putting those in my assignments in my own words. I had the basic knowledge of differences before but I didn't know the appropriate ways of citation and reference list. Currently, I have become able to follow the conditions of academic integrity by the difference in my contents thoroughly. The overall improvement of these is on the improvement of my academic writing quality.

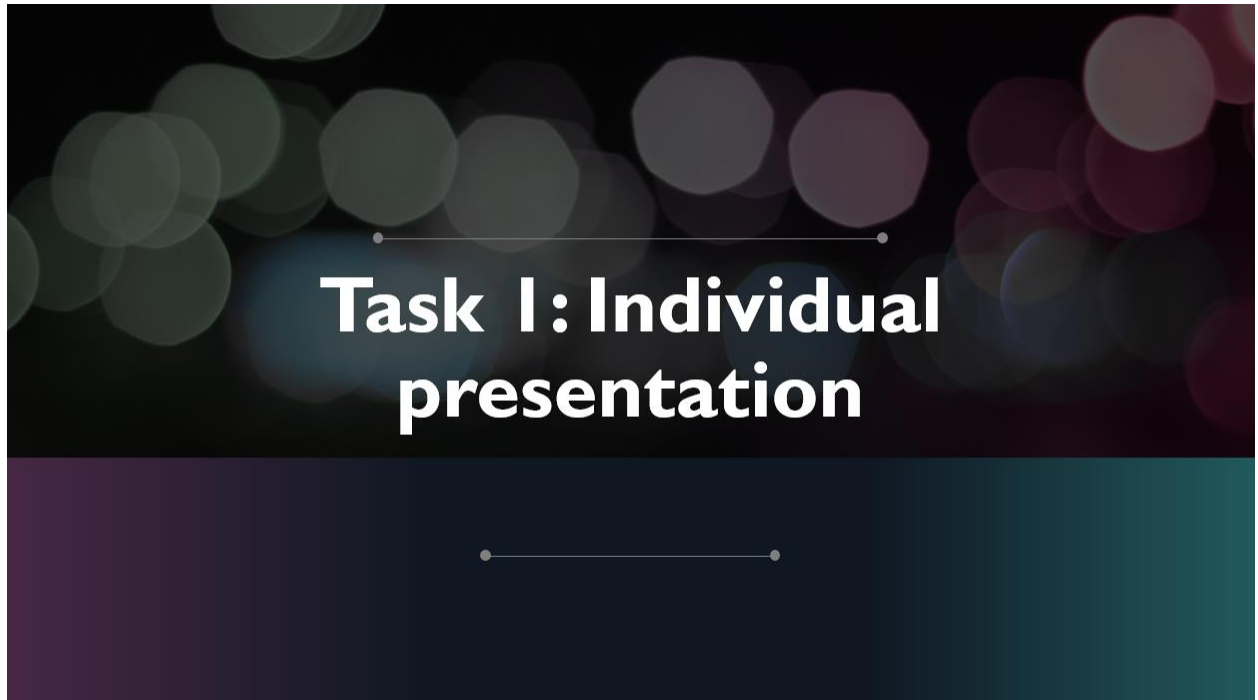
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Appendices

Appendix 1: Task 1: Individual presentation



Introduction

In higher education, the contents of different modules are selected by focusing on the formation of a few specific skills of the students. Those are mainly the skills of academic and employability. The students are provided with various learning opportunities through practical and theoretical activities. It allows them to gain those skills which are beneficial for their personal and professional development. From the perspective of an individual, it is also important to reflect on the learning experience for being on a proper track. In this presentation, there is an analysis of the academic and employability skills that I have gained from the learning of my modules.

Introduction

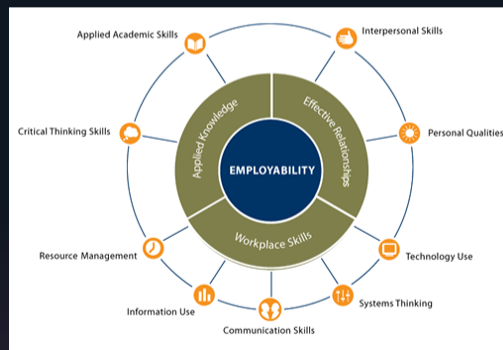
In higher education, the contents of different modules are selected by focusing on the formation of a few specific skills of the students. Those are mainly the skills of academic and employability. The students are provided with various learning opportunities through practical and theoretical activities. It allows them to gain those skills which are beneficial for their personal and professional development. From the perspective of an individual, it is also important to reflect on the learning experience for being on a proper track. In this presentation, there is an analysis of the academic and employability skills that I have gained from the learning of my modules.

My academic and employability skills

- Verbal and non-verbal communication
- Problem-solving
- Creative skills for handling conflicts

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My academic and employability skills



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It is quite important for every student to have appropriate communication skills for adapting to a different learning environment. It is equally important for the professional environment as most employers search for employees with high confidence levels and communication skills. While working on communication skills we mainly focus on verbal communication of individuals. However nonverbal communication is equally important for different phases of professional life. In my case, I can stop my communication skill level as moderate. It is because I am still trying to adjust myself to different environments by communicating with random people. I am also trying to have control over my hesitation while I get involved with a new environment (Cotronei-Baird, 2020). The second most important thing is to have the ability to handle challenges and problems. Whenever an individual is being recruited for personal responsibility, it is not only about following the activities of the responsibility. The candidate should also have the ability to handle challenges and conflicts within the workplace. It is only possible through the application of creativity and decision-making skills. I don't say that I am good at making decisions but I am a little bit creative. I always try to look at a particular thing from different perspectives and it allows me to get multiple solutions for any problem.

Cont. My academic and employability skills

- Collaboration and teamwork
- Critical thinking and decision-making ability
- Leadership and professionalism

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The knowledge of team working skills is crucial for both personal and professional environments. It allows a student to get involved with different teams and establish a logical flow of communication with them. Without the availability of team working skills, there will not be confidence within an individual. It depends on cultural knowledge and the ability to listen to others' concerns. Whenever I work in a team I try to respond and react according to the requirements of others. It allows me to maintain positivity within the environment of teamwork (Bhagra and Sharma, 2018). However, I have also faced many issues regarding the differences of perception among different team members towards handling a particular activity. I have gained my experience mostly from such conflicts. I am not that good at thinking critically as I am still learning the theoretical portion of it. Critical thinking is about the ability of an individual to think about any subject without being biased. Whenever I have tried to do so, the application of my individual perception gets automatically applied with the subject. It does not allow me to become a buyer and I end up including my perception there. It is not good at all as I am responsible for putting equal importance on both sides while I am discussing any topic (Rowe and Zegwaard, 2019). My leadership skills are at a beginner level as I am still in the learning stage. I have tried to lead my team a few times and I have got the opportunity to train and motivate them as well.

Personal SWOT Analysis

Strengths

- My standard of communication skills is good enough
- I am good at managing time
- The skills of solving problems and making decisions are of moderate level
- I know how to adapt myself to a new environment

Weaknesses

- I have lack professional experience in terms of communication and teamwork
- I am not that good at critical thinking
- I have a moderate level of decision-making standard as I haven't got many opportunities of handling conflicts

Personal SWOT Analysis

	Internal Strengths	Internal Weaknesses
Strengths	• The professional qualifications/certifications you have that make you stand out from the rest • Your reputation in your area makes a difference to the organization • What projects/manager have you completed successfully?	• Do you have the necessary skills/qualifications to do the job? • Do you have the necessary experience to do the job? • Do you have the necessary knowledge to do the job? • Do you have the necessary resources to do the job?
Weaknesses	• Is there any significant change in your environment that you can take advantage of? • Is there any new technology or software that you can make use of in the future? • Is there any new market or customer that you can make use of in the future?	• Is there any significant change in your environment that you can take advantage of? • Is there any new technology or software that you can make use of in the future? • Is there any new market or customer that you can make use of in the future?

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As I am good at communication then it will be helpful for me to be an important part of any academic or professional environment. It is because communication allows an individual to become more confident and mature. These two characteristics also reflect on the body language of an individual. However, the availability of subject knowledge regarding the objectives of a team is equally important for being an important part of the team (Suarda et al. 2018). On the other hand, I do not have much professional experience and it does not allow you to anticipate the possible conflicting situations that can occur in a professional environment. It can also cause problems in the academic environment as well.

Cont. Personal SWOT Analysis

Opportunities

- I have the opportunity to get selected by employers mainly because of my body language
- As I am working on the development of my personal skills by following a PDP then it will be easy for me to identify my weaknesses in real-time
- Being a part of higher education, I will also get continuous opportunities for involving myself with different challenges and gaining employability skills practically

Threats

- Improper application of time table can make me distracted and I can also be a victim of procrastination
- There is an availability of many candidates with similar skills and the employment environment is very competitive. I must have something unique as compared to them to get selected.
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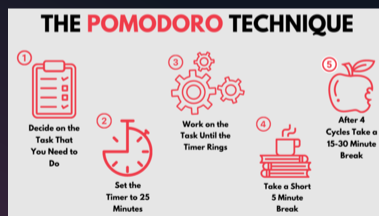
The employers of various industries always search for candidates with specific skills and qualities. However, there are many employees with similar characteristics and the competition is of a very high standard (Di Gregorio et al. 2019). If I have any particular weaknesses then I can get rejected just because of that. It means I need to complete my set of theoretical and practical skills to get more opportunities for employment in future (Osmani et al. 2019). As I am continuously working

on self-assessment through self-reflection then it is a bit easier for me to find out my weaker areas in real-time. The application of personal development plans on the areas can also create more opportunities for me towards becoming a perfectionist.

Application of Time management tools

- The time management tool is essential for prioritising important activities
- It helps an individual to avoid distraction and procrastination
- If a student is able to complete his activities within the due time then there will also be less stress and anxiety
- The skills of time management are considered as one of the matches your skills within an individual
- I have found the technique of Pomodoro very useful for the completion of my most of the academic activities

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I am completely dependent on a time management table that consists of both my personal and academic activities. It allows me to complete all the important words within due time and I am also able to get enough time for my personal activities (Collet et al. 2015). In some cases, if I am not able to follow the time schedule of a particular day then the entire thing becomes complicated as well. Mainly in those scenarios, I try to control my emotions and make application of Pomodoro techniques. It allows me to complete an individual task by focusing on the requirement of it and giving the necessary rest to my mind as well.

Personal Development Plan

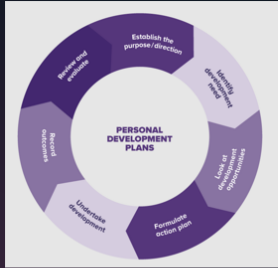
The personal development plan of an individual should consist of his weaknesses. In my case, I have found the following weaknesses and my PDP is based on those.

- Lack of critical thinking ability
- Poor decision-making skills
- Lack of professionalism

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Critical thinking- I have started the improvement of my critical thinking by studying various theoretical content on the basis of it. It has allowed me to understand the viewpoint of a particular author from distinct perspectives. I am doing this just to understand any particular subject from as many points of view as possible (Wolff and Booth, 2017). Whenever I discuss or write about something I focus on writing about both the positive and negative parts of it. It is also like the introduction of both advantages and disadvantages.

Decision-making skills- The decision making skill of an individual can only be improved by getting involved with distant problematic situations. It is one of the soft skills that depend on the practical experiences of a student and if I need to improve the standard of my decision making then I need to take on more challenges. I am doing so by taking on difficult responsibilities in teamwork.

Professionalism- It is a bit easy to understand the theoretical importance of professionalism but the practical skills can only be gained with the help of a professional environment (Scott et al. 2019). I am searching for first-time jobs where I can get the basic idea for organisational works.

Conclusion

It is found that I am good at communication and I am also able to get myself adjusted to a random environment. These have a direct impact on the development of my character and body language. As I lack professional experience then my primary weaknesses are in terms of solving problems, making decisions and thinking critically. I need to make the application of my communication and team working skills for getting knowledge from others through peer to peer learning. The success of an individual depends on the continuous intention of learning and I am trying to do that exact thing.

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Reference List

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