

BMSW4001 Academic and Employability Skills

Task-2

ACE Practical Portfolio

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Introduction:

An academic institution not only teaches us bookish knowledge but also prepares us for the future purpose so that we are prepared for any kind of task or challenge. There are many skills that we students learn from different modules like Time management / Organizing study, Academic Writing, Paraphrasing, Summarizing, Referencing, Reflection, CV writing, Cover letter writing, Public speaking and giving presentations, Analytical and critical thinking skills, Online Learning Experience, etc. (Sekarwinahyu, Rustaman, Widodo and Riandi, 2019). This provides us with the underlying study/research strategies and software skills to facilitate effective study in Higher Education enable us to take responsibility for our learning, and gain confidence and competence as effective employees by developing a range of employability skills such as reflection, time management, and presentation skills.

Task:

Gibbs' Reflective Cycle:

Gibbs' Reflective Cycle is one of the most famous cyclical models that show a proper structure of the learning process that people learn from their experiences.



Figure 1: Gibbs' Reflective Cycle (Adeani, Febriani and Syafradin, 2020).

It is a cyclic framework to explore the learning experiences and learn certain things that either went well or didn't go well previously and plan forward with the things that didn't go well.

This Reflective Cycle has 6 stages: **Description** defines the particular experience, **Feelings** represent thoughts about the experience, **Evaluation** focuses on pros and cons of the experience, **Analysis** part create a sense of the whole situation, **Conclusion** tells what is learned and what could have done differently, and **Action plan** tells us how anyone would deal with similar situations in the future or general changes that might find appropriate (Lawrence, 2013). These six stages offer a perfect framework for learning any skills from the beginning to the present and the conclusion and action part focuses on the present situation and further action regarding that particular skill or learning process.

Learning time management

Description: As a student learning time management is very much important. I have to attain all the classes on scheduled time, all the assignments and reports regarding different courses have to submit on time, for the final exam I have to complete my syllabus on time, and most importantly I have to manage my works scheduling the other works (Morales, 2012). Throughout the module, I learned that effective time management makes me discipline and all my daily tasks happen on time.

Feelings: One thing that I learned about time management is if I use my available time more effectively I would have more time to spend on my hobbies and with my friends. As a student, I feel that when I complete my daily tasks I can give more time to myself thinking about my career or what I want to be. I feel that time management ability comes from the sincerity level every people have. One who is more concerned about the academic result and future career adopt the time management quality early.

Evaluation: Evaluating the facts that how efficiently I use my time now makes me confident to complete more tasks on a single day. I believe that the module has had a positive impact on my life since I started managing my daily work routinely since I need more time to spend with my friend as well as myself (Yang, 2014). When I have early classes I shift my workout and reading time to the afternoon time and when I have time in the morning I complete my workout before the class starts. I plan my lunchtime also according to the class schedule.

Analysis: I believe that the educational institution has a great impact on my learning time management. The organizational structured discipline of regular classes, term papers, reports, class tests, and exams one hand completed education on time and other hands teach students to work efficiently. Now I am convinced that how to maintain time in further life is taught by the school and colleges by their structured discipline.

Conclusion: Overall I can say the module experience has a positive impact on many aspects of my life, where many students may consider the discipline like pressure and do not learn anything, it didn't reflect any negative toward me. I adopt some other hobbies like signing and traveling as I manage my time efficiently (Lawrence, 2013). I am also confident that in my future life in my workplace or in my free time I can manage everything on time right as I want. Here I can also put some recommendations that I think would focus better.

Action plan: As I can now manage my study, traveling, leisure time efficiently I could do it further in my life and also can teach others about time management and the benefits of it. In college life different students will react differently as they have to maintain a routine, some take it as a pressure and some take it as a learning opportunity. The students take it positively and learn to manage time must be benefited in the future. However, managing time efficiently creates a positive impact on my lifestyle.

Learning Academic Writing

Description: Academic writing skills can be learned from a particular practical experience learned through a professional person, like teachers. It helps me to make connections between what I am taught in the class by theoretical knowledge and what I need to do in practice reflecting on the topic including my thoughts (Mayer, 2012). In the academic reports and assignments, I write down my thoughts that I carry out while doing particular practical assignments or reports.

Feelings: Researching about different topics in my different module there is always certain observation and recommendation came to my mind. My academic writing reports are related to the objects I lean in the module so I always can relate to the situation and find the reason for success as well as its problem to be a failure. Academic writing allows us to discover how what I am taught in class is actually in real-world or academic tasks.

Evaluation: Evaluating the facts that my learning objectives help me to write a formal report about anything related to my knowledge and create an observation result from the report (Gladkova, 2013). The recommendation part of the report provides me a chance to think about the situation and writes it as a problem-solving body. Writing academic reports or assignments is the perfect source of spreading the thought u are carrying.

Analysis: By writing an academic paper I could experience the situation as I am the actual part of that company or situation I am writing about (Gladkova, 2013). Writing my thoughts down in the paper makes it easier for me to observe them and makes connections between what is my thinking, what I have been taught, and what am I doing. My good writing can also be published as a source of reference and evidence in the future which also encourages me.

Conclusion: Academic writing opportunities are always structured and many times the questions are identified by the teachers so the chance is always narrow to write everything I want to share. Free handwriting encourages students to write through his/her mind, provide them an understanding of how to express their thoughts through a formal report. I actually enjoyed observation types of reports where there is a wide scope to express personal observational thoughts or to point out the finding of that particular topic.

Action plan: for my understanding I have to learn how to express the thoughts I have about any situation regarding my country or surroundings to reach everyone (Logan, 2012). One's potential to think deeply about any situation comes out through this writhing opportunity but I think it is not enough to be excellent just writing an academic paper, when I will write through my experience will create more value to the writing.

Learning Public speaking and giving presentations

Description: Public speaking is a skill that is extremely important for a career in the business field. Public speaking was never my strongest skill, but now I am much more confident about it as well as my presentation skill. To express one's feelings or to convince others it is important to be a good public speaker to grab the attention of the audience and keep it interesting for a long time so that the audience believes that the speaker is credible and worth their time.

Feelings: To put up the skill I have practiced the strategies I learned in the class regarding my academic report presentation. I knew that the more I practiced my part of the speech, the more prepared I would feel, and the better my presentation will be in front of the entire audience (Kelsen, 2019). In the beginning, I was very nervous about the speech I gave in front of my class because it was my first time and I had no time to prepare my topics. I used some incorrect words and was not even paying much attention to what I was saying, but I was able to make eye contact and come up with some points. I think that this was probably my weakest speech performance in the class.

Evaluation: I believe that it is necessary to practice a speech approximately six times before presenting it to the public. This procedure helped me to present more efficiently every time I practiced, I know exactly what I was going to be talking about and feel more comfortable and less nervous while in front of the audience. I also practiced using gestures of my body and making sure they were visible and acceptable by the audience.

Analysis: Analyzing my previous and present performance I realized that I talked too fast in most of my presentations, I still get nervous in front of a big crowd. In my prepared presentation sometimes I start to stumble over my words, I start talking slowly when I get nervous if I stand for a long time like in a group presentation forget many of the preparations (His, 2019). I think I need to work on these problems and I think that I can fix it with more practice and more public speaking opportunities.

Conclusion: The more I give a public speech the more I am better to talk to people, making eye contact, and maintain good body posture. I always try to make an understandable speech and avoid keeping notepaper so that people won't think that it is just like reading the news (Gladkova, 2013). I think that I also improved my use of gestures. Previously, I would stand in a position and either clasp my hands together or fidget nervously relative to the previous ones.

Action plan: It is important that when I am speaking, I remind myself to stay calm and take my time. After learning this skill my interviewing skill developed also. I have been more sincere to choose appropriate words and talking through only the main points which help me to answer more efficiently at the interviews and viva. In the future whatever I do if it is a job or a business I will always be confident to convince people with my thoughts.

Conclusion:

I have learned so many things through my academic learning process and throughout time, it is making me more skilled in continuing the process every semester. I am much more concerned about my time management habit so as I was before. I am very skilled now at writing any formal academic paper and express my thoughts. I am more confident in any public speech and presentation as well as in interviews expressing my feeling specifically without stumbling. In this report, it is observed that academic reports, presentations, classes, etc not just providing knowledge but also putting some good qualities into students so that they could shine in life. At the end of this report, I can say that my time management skill, academic writing skill, and Public speaking and presentations skill has been improved and will be better further.

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