



Academic and Employability skills

BMSW4001 LON

Reflective report

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Table of content

Introduction:	3
My learning, using Gibbs reflective cycle:	3
Description:	3
Feelings:	5
Evaluations:	6
Analysis:	6
Conclusions:	7
Action:	9
Conclusion:	10
References:	11

Introduction:

The aim of penning down this following write-up is to demonstrate the reflection of my learning based on Gibbs reflective cycle. This report will critically demonstrate my learning based on the CV and the reflective writing, cover letter writing, analytical thinking and the public speaking. It will demonstrate the importance of the mentioned things in order to ensure the enhancement of academic and professional performance. The importance of learning about CV and the cover letter in the workplace will be shown here. This piece will conclude my learning in public speaking, which is essential to give an opinion or describe something. I understood the importance of the ability of analytical and critical thinking in order to come to a conclusion in the workplace. The Gibbs reflective cycle helped me in order to understand these things. The tool was evolved by Mr Graham Gibbs in the year 1988.

It helps to conclude the lessons from the practical realization. I was able to come to the conclusions of my practical experiences through the help of Gibbs reflective cycle.

My learning, using Gibbs reflective cycle:

The mentioned things are important, which I learned, are important in order to apply for a job or to make a decision or make a reflection of the understandings. This model reflects the points, which I need to focus on in order to come to a conclusion. The points are being mentioned below.

Description:

It refers to the experiences and the purpose of my action. I can share the experiences such as the happenings, the place, the contribution of mine and the other people, the reason of my approaching, the reason, I want to do the action (Yaghmaei *et al.* 2020).

This tool is best for explaining the self-experience and also the experiences with the group. I learned the key points, should be mentioned in a cover letter or a CV. I was able to understand what are the qualities I suppose to have in order to give an open speech. Through the application of this model, I understood how I should think critically and analytically in order to deal with a situation. Now the experiences of mine are being mentioned below, which is relatable to the Gibbs reflective theory.

I use to write the CV in a regular way such name, educational qualification, date of birth, work experiences and so on before the implementation of this model. After the implementation, I understood, that I should mention my key skills on the CV in order to gain the focus of the HRM on the ability of or the employability skills of mine. I need to mention the previous job roles with the company in detail in order to let the management know about my skills.

My purpose for writing cover letters is to create a good impression. This can be contained with such greetings by mentioning the name of the concerned person, through which I shall be able to create a positive impact.

In reflective writing, I need to write in more details about my experiences. The writing should be more sorted with information about my topic or my experiences. The reflective writing helps

me to describe my thinking about a topic. This can be counted as a way of my written communication, through which I state my opinions.

While thinking about such a thing, I need to be more analytic I need to be focused on the happenings, the reasons of the matter, the things I did and so on in order to come to a conclusion.

I used to be uncomfortable in order to speak in front of people, due to the lacks of confidence. After implementing the model, I understood the importance of the information.

Feelings:

It helps to state the feelings such as the feelings regarding facing the situation, the feeling regarding before and after the situation and so on. It helps to state the feeling of people based on the situation and so on (Sambell *et al.* 2020).

I learned the CV writing through which I can present my skills and my experiences. After implementing the model in CV writing, I found the enhancing writing quality of mine, which is more attractive to people. I collected the feedback from my friends and the teachers, and they appreciated the way of my writing.

My reflective writings were improved. It has become more presentable due to the incorporation of the relevant information. For example, while writing a note regarding my daily routine, I am putting the information regarding my work schedule, my daily experiences and so on.

The improvisation in writing a cover letter makes me feel more confident while applying for a job. Through this model, I came to know a good presentation of the cover letter makes the employers impressed. I try to use a formal font in order to write the letter. The indication of the

manager on the cover letter makes the managers impressed, which helps to make the interview station easier.

The ability to do an analysis of the happenings helps me to make a correct decision, through which I can impact on people and gain trust. The ability to do the analysis of the situation influences people to depend on me through which I can hold a good impression among people.

The implementation of this model helped to be a good speaker as well. I started giving a speech with the collective data and maintained the simplicity in my speech which was more preferable to people. After implementing this strategy, my speeches have become preferable to people.

Evaluations:

It helps to find good and the bad feelings about the experiences of mine. This model helps to find out the easiness and the difficulties. It helps to evaluate the contribution of other people as a team (Young, 2020).

This implementation helped me to find out the well and bad feelings about my experiences. I got a very good lesson of the CV writings, cover letter writing, reflective writings and so on, which helped me a lot in order to progress my future career.

Though the slandered of the education system is being maintained. Still, I faced such problems in learning. It was a bit hard to make the doubts clear in between so many students due to the limitation of time, though received favours from my teachers. They helped me by making my doubts clear out of the class.

I received the remarkable help from my classmates by doing the group studies, which helped to make my doubts clear. I found the better ideas of writing-up the CV and the cover letters. It helped me to improve my speaking power through regular practices with my classmates.

Analysis:

This tool helps in order to make an analysis of the situation by finding out the faults. It finds out the reasons being the failures and what are the reasons behind the success, through which the problems can be rectified (Roberts *et al.* 2020).

Through this tool, I was able to understand the reasons for success as well as my failure in learning. I got a lot of help from my teachers and my classmates, which are the main reason for my success. I got valuable advices from my teachers, which helped me to enhance my skills. I studied several articles regarding CV writing; cover letter writing and reflective writing, which helped me to perform better. The personal study helped me to make a self realization about these topics.

The implementation of this knowledge helped me to put the innovative ideas into the practices, through which I was able to get good feedback from the teachers and the other people regarding the cover letter writings.

Through the regular practices with my classmates, I found the correct way to present my lecture. I learned how to make a speech attracted so the people can be interested in listening. I understood, hoe to organize the speech from start to end in order to grab the attention of people through the continuity of practice.

I started taking additional references from several books regarding reflective writing. The teachers helped me a lot by the guidance to ensure the improvement of my reflective writing, which helped me to explain my topics in exams.

I found such difficulties in this learning process. I missed such lessons due to the inability of attaining the classes. Due to the pandemic, I needed to attain the classes online, which was difficult due to the network issue. I missed such valuable tips due to the unavailability of a clear voice.

Conclusions:

It helps to come to a conclusion after understanding the situation briefly. It helps to conclude the learning from the experiences, which helps to avoid the same mistakes in future. It helps to understand the skills, needs to be developed (Roberts *et al.* 2020).

This tool helped me to conclude my learning. I understood the way of writing a CV and the cover letter through which I shall be able to create a good impression in front of the management of a company in order to start a bright career.

The way to write a good reflective way helps people to understand my opinion and point of view about a topic, through which I shall be able to make an established academic and professional career. I shall obtain a good score in my academic career by enhancing my writing skill, and I shall be able to make a bright professional career by creating good presentations such as good contents, and the writing skill will help me in this, which I learned.

The writing ability of cover letter will help me to make my projects presentable, through which I shall be able to create a good impact on the teachers and this skill will help me to make a good presentation in my professional field.

The analytical thinking process will help me in making the right dissection as per the situation, through which I shall be able to face the challenges and defeat the difficulties, which will help me to ensure the sustainability in my career. Through the ability of analytical thinking, I shall be able to gain the confidence of the higher authority of the company, where I shall be working in future.

The power of public speaking is important in order to create influence among people or to convince people in order to do the leadership, which is a most preferred ability of an employee and I gained this ability through a continues to practice.

This ability is required in order to make a growth in my academic career as well due to I do present the projects in front of my teachers, which I need to explain also. The ability of the public speaking helps me to present and explain my purposes of doing the project. This practice will help me in my profession in future.

Action:

It helps to chalk out the plans to deal with the same situation in future. This model helps to figure out the skills, should be developed in order to ensure the successful implementation in further (Roberts *et al.* 2020).

This model helped me in order to take lessons from the experiences; I got in the class and to make the strategies in order to avoid the same mistake in future. I realized such things, which I did not realize before the implementation of the Gibbs reflective cycle.

I need to be more focused on listening to people in order to understand their opinion, which will help me in order to deliver my speech. The listening ability will help me to understand the situation, through which I shall be able to chalk out my strategy to deal with the situation. This ability will help me to face the problems of the workplace and also my personal life.

I shall be more investigative in order to enhance my skills. I need to ensure the regularity of the practices of the lessons; I got in class in order to develop the skills of mine, due to the regular practice can make my skill perfect, through which the implementation of these skills will be perfect. I shall maintain a regular practice of study new things in order to implement the new things in the practices. This implementation will make my activities different from others, and I shall be able to create a different identity.

I can take the references to the books regarding personality development in order to develop my spoken power. The video contents also can help me regarding this. I need to make a continuity to keep reading several references regarding writing in order to enhance my writing skills.

Conclusion:

The following write-up concludes the importance of Gibbs' reflective cycle in order to ensure the understanding and the development of the skills, which is necessary in order to ensure the better performance both academic and professional career. The implementation of this model helps

people in understanding the mistakes and developing the skills by a critical analysis. It helped me to understand the positive points and the faults of mine in learning, through which I am making my skills developed in order to ensure the bright future by implementing these lessons.

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