

CertHE Skills for the Workplace

**Academic And Employability Skills
BMSW4001**

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Task 2: Report

Introduction

The purpose of the study is to present the evaluation of the academic as well as the employability skills that are important for personal development. This is the reflective report that is developed applying the Gibbs reflective Cycle. The report is going to develop the report on the basis of the paraphrasing, summarizing as well as the referencing skills. In this sense, the public speaking as well as the giving presentation skills are also analyzed through this assessment. Following these skills the reflection is developed and the report mentions both the positive as well as negative sides of the experience through this model. These are the skills that are important for the development of the personnel ability. In this sense, different areas of knowledge are developed in me.

Application of the reflective model

Gibbs Reflective Cycle

In 1988, this reflective cycle was developed by Graham Gibbs. This is the framework that is helpful to examine the experiences and this is providing the cyclic nature regarding the different areas of the personnel experiences. This is included with the six stages of the development. The reflective cycle is included with the development of the ***paraphrasing skills, referencing skills as well as the summarizing skills***. Through this I got a better experience of the learning and I think this has developed my ability of self-development. I have made the better experience of the learning through the classroom including these types of the skills in my learning experience.

Description of the experience

In the classroom, my tutor has explained about the different areas of the module. Through this the tutor explained that I have to summarize the information from the document properly to make my report valuable. The teacher told me that I have to read a document properly. After that I should write the summary. During the summary writing I should check the document properly. After finishing **the summarizing**, I need to add a reference that is appropriate for the summarized document (Awelu.lu.se, 2011). However, summarizing is the proper way for presenting the document with a proper brief.

In this sense, the tutor explained how to paraphrase the documents properly and through this I can develop the proper report. **Paraphrasing** refers to the writing the ideas of the another person with my own words (Mindtools, n.d.). This can also be supported with my own view with the changes of the words as well as the sentence structures. The teacher explained that I can use the synonyms for paraphrasing the documents of someone (Uefap, 2022).

After that the tutor explained in the classroom that I should make the document with the support of the proper sources. In this context, he has explained the different rules of the **referencing** that are important for the development of a report successfully.

However, there is the lecture session that is included with the effectiveness of the **presentation and public speaking**. The teacher mentioned every step that has to be followed by me. Through this the tutor also explained the processing of the presentation with a sample and through this I got the proper idea and I understood that there is the major importance of the communication skills for presenting my work to the public (Splane, 2006). After the classes, the tutor has given me to write a report. After that he told me that the report has to be presented by me in the classroom. So, I need to submit both the presentation and the word file to the tutor.

Feelings about the experience

I started my task with a positive thought and I thought that I can complete the task easily before the deadline. However, I was confused to summarize the documents properly because there was the difficulty for me to choose the right document for my topic.

However, the positive experience is that searching of the different types of the documents is helpful for getting different areas of the knowledge. During paraphrasing, I took a huge time and this is leading to anxiety in me. I thought that I could not complete my task within the proper time. But, the paraphrasing style is helpful for me to know different types of the new word. After that I faced difficulties in referencing as it is a new thing for me. However, I understand that proper referencing style will help me to build a proper document and I think this will be very helpful for me in building different types of academic papers in my career. I have the positive feeling regarding the presentation of my work as I have the interest in creativity that helped me in making the presentation. However, I felt that I can face issues in the public speaking as I cannot interact with the propeller properly and freely.

Evaluation of the experience

Through the analysis of the feelings in this module I can say that there are both positive as well as negative experiences in me. However, I can say that the support from the tutor helped me to complete my task and this is a positive experience that is very helpful for my career development. Through this I can say that I should practice writing more that will reflect my summarizing ability and I should practice paraphrasing more and more. Through this I can say I have not proper numbers of the stock of words that is making difficulties during paraphrasing. In this sense, I did not follow the proper steps that were explained by the tutor in the classroom. So, I have gone through a bad experience. There were not the proper areas of the knowledge regarding the referencing and this is reading to the difficulties in me to remember the rules that were explained by the tutor. However, I completed the report task and I practiced for the presentation where I felt that I can lose my concentration and I realized that I have the difficulties in communication fluency and this is the major area to present my work to the people. So, I have to focus on the frequent communication and this are have to be developed.

Through the analysis of my work within this module, I can say that there are different areas of the positive experience that will help in my career development. In this sense,

the public speaking through the presentation will also be helpful for my personnel areas of the development.

Analysis of the situation

Through the development of this module I developed a sense that I should not be hopeless and I should hold my confidence properly. This is very important to submit the work successfully. Through the analysis of my writing time, I can say that I was puzzled that there are different types of the documents regarding the same types of the topics and this made difficulties for me that leads to the depression in me. To summarize as well as paraphrase two I took 12 hours a day and this was not a good sign for me. After that during referencing I was confused sometimes about the style of the reference. However, this hard work is leading to the positive experience for me when the people check my work. He explained my weak areas through the document and he explained the areas again in the classroom that were important to make more documents effectively. In this sense, he also praised about my positive sides through the writing.

Analyzing the situation of the presentation, I can say that I was nervous. My tutor was impressed by my design as well as the other areas of the presentation. However, I could not deliver my work properly with my words. In this situation, my tutor helped to complete my speech and the tutor pointed out my weakness that is very helpful for me to transform my weakness into strength.

Conclusion

Through the module, I got positive as well as the negative experiences. In this sense, These are the skills that are important for the personal as well as the professional development. I have learned different areas of the knowledge through this situation. I can say that the development of the knowledge is very important for the development of my career. Explanation from the tutor was helpful for me to get a better experience through

the module. For the development of the different types of the situations, I have to develop the communicable skills that are very important for my personal as well as professional career. Through the module, I can say that I need to focus on summarizing, paraphrasing as well as referencing skills that are important for the development of the academic as well as the professional areas of the writing.

Action plan for the development

This is the stage where I will go for the development of my weak areas and through this I will evaluate my situations. In this sense, I will go to develop my paraphrasing, summarizing as well as referencing skills. On the other hand, the communication skill will also be developed by me that is important for the presentation of my work as well as this is related to the public speaking. The development of the public speaking is essential for the development of the personnel areas. I got a positive review of my presentation. So, I can also develop it more uniquely

Skills to be developed	Resources	Action	Time required
Paraphrasing skill	journals, articles, computer, internet connection.	I have to follow different types of the document and their use of words. Through this I can develop my word stock and I can use it in my writing. I have to practice writing more and more. After writing I will try to check my work to my tutor and the feedback of the tutor will be helpful for me.	This target will be achieved within three months.
Summarizing skill	journals, articles, computer, internet connection.	I will practice more to develop my ability. After writing	This target will be achieved within three and half

		the document I will; try to check this near my teacher. I will follow different types of the journals and articles. Through the following of the different types of the structures, I can develop my paper properly.	months.
Referencing skill	Referencing guide books, research journals, internet connection, computer.	I will practice more and more. I will follow the different types of the research paper as well as journals. Through this I can understand the referencing style.	This aim will be achieved within one month.
Communication skill	Public speaking	I will interact with different types of people that is developing confidence in delivering the speech properly. I will focus on the frequent communication for the development of the public speaking.	This target will be achieved within four months.

Table 1: Action plan for the skill development

Source: (self-developed)

Conclusion

The reflective report is evaluated the experiences regarding the different areas of the experiences through the development of the referencing skills, summarizing skills as well as the paraphrasing skills. In this sense, the report also evaluated the presentation as well as the public speaking ability. Through the development of the skills it can be said that there are the skills that are important for my personnel areas of the development and this can also be included with the employability skills. Through Gibbs Reflective Cycle, an action plan has been developed that is important to transform my weakness into the strength. These types of the areas of the development are very helpful for me for the future days of the development. Through the analysis of the situation, I can say that the development of the skills will be helpful for meeting my career objective and I can also portray the proper performance in my professional as well as personnel career.

Reference List

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