

BMSW4001: Academic And Employability Skills

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Introduction

The learning cycle has been regarded as the scientific approach towards a better understanding of children of different ages. Many researchers have imposed themselves to find out the better process of learning among the students efficiently. It helps children to structure their inquiries in a distinctive way so that they can get the result of their inquiries significantly that will remove their all doubts and enhance their understanding effectively. Basically, these cycles or learning styles provide various sequential phases through which the skills of the students can be upgraded gradually. It supports children to explore, prepare a concrete concept, and after that expand these concepts into other situations.

Here in this report, I will express my view and my necessary skills that I have upgraded through the learning cycle. However, I have found one of the learning cycles a little bit easier for me to observe and upgrade my learning style that is why I have taken Kolb's learning cycle to accomplish this reflective report significantly.

Kolb's Learning Style

As mentioned before there are many researchers who have imposed themselves in finding out some relevant stages for the students to stay competitive and will be able to cope up with the competitive world. Here I have taken David Kolb's learning style that was established in 1984 (Simplypsychology.org, 2020). Kolb had introduced experimental theory regarding learning that has a cycle of four stages. These four stages are concrete experience, reflective observation, active experimentation, and abstract conceptualisation. This learning cycle provides the impetus for the improvement of new skills and concepts, that are provided by some new experiences.

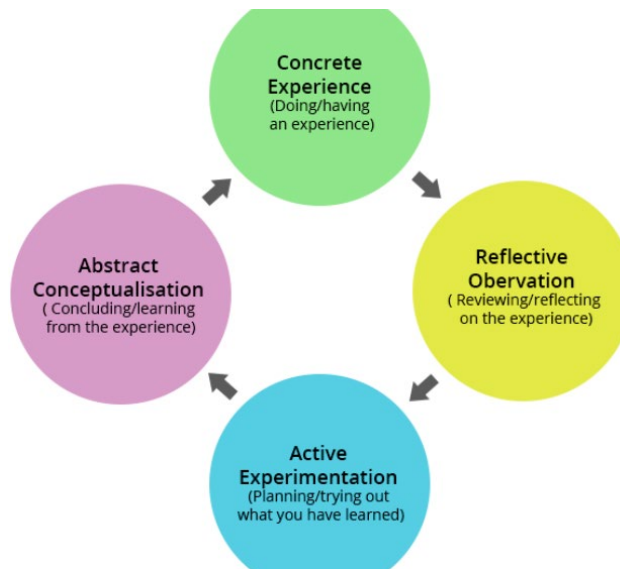


Figure 1: Kolb's Learning Style

Time Management skill

Time management is one of the major skills that need to be observed by every person in regular life to maintain a proper routine within daily life. It helps people to be attentive and sincere regarding the time and it makes an individual be accurate in performing every task. Here I will portray what I have faced without this skill, what I have gained from observing this through the method of Kolb's learning cycle (Skillshub.com, 2021).

Exploring the skill: I have heard about the time management but it seems punishment to me where I have to condemn watching TV, going out, and playing with my friends. Hence, I had opposed this skill at first but there was a situation when I decided to observe this skill (Explorance.com, 2020). I have included the Learning cycle of Kolb to analyse my old experience and new experience. I have very few friends in my educational organisation and I have noticed that they go out with me, play with me, hence they can submit their projects, assignments on time but I could not. This experience has taught me the importance of time management in regular life. I have noticed that they maintain a specific duration while performing various works and they do not extend the time for that particular works. Hence I

have also acknowledged time management but it should be highlighted that I have faced several issues while observing these skills. This phase has been performed with the help of concrete experience and reflective observation stages from Kolb's learning theory.

New experiences of the skill: While adopting time management I have acknowledged that discipline in regular life cannot be obtained in one day. It needs some homework regarding regular routine, regular tasks, weekly tasks, etc (Skillsyouneed.com, 2021). I had started my homework by noting my regular routine like how much time I have watched TV, how much time I have given to my studies, How much time I require to finish my personal works, etc. After gathering these for 2 weeks I started examining which phase needs more concern than the other one according to the situation. I prepared a timetable for my daily routine and also made a remarking place where I can include several remarks about observing this time table properly. I have managed to do this step through the Active experimentation stage of Kolb.

Expansion and conclusion: I have been able to note my regular routine every day and weekly basis but I have faced many problems in addressing the areas that need more attention as well as distributing my everyday time among different tasks effectively. After this, the next step is putting this time table practically in regular life and it has taken 2 months to work according to my schedule. Sometimes I felt a little tiring but after several days it has become my habit every day. I have observed that I can experience everything along with my studies, assignments, projects. I am now able to submit my work on time and be social on the other hand. I can also produce my concern on my hobbies as well along with my studies. Time management is not a barrier to enjoyment rather it is a tactical managing process to utilise time significantly that I have learnt from observing this skill particularly

(Thebalancecareers.com, 2020). I have analysed this step with the help of the Abstract conceptualisation stage of Kolb.

Summarising skill

Summarising is one of the most essential skills in academic writing as well as it helps the student to understand the key points from the given sentence and make it easier by rewriting it in their own words. Summary of a topic will demonstrate the understanding of the students properly regarding significant issues.

Explore: I have identified this skill previously while accomplishing all my educational assignments and examinations. I can produce good writing regarding any topic of my assignment and I have obtained good marks even in the academy for this. I have learnt this process from my parents when I was facing several problems in memorising the whole subject matter effectively. They had proposed to me to understand the key points of the study and memorise them efficiently (Montaner, 2020). After that I will be able to write them in my words very easily. It does not require a long time or create any pressure among my mind to memorise whole just before the examination. There is also one issue that I face while writing my paper I could not end my writing on time during the examination. Summarising method has helped me vastly to speed up my writing. This step was analysed with the help of Kolb's concrete experience stage (Educationaltechnology.net, 2020).

New experiences of the skills: While adopting this skill I had several problems in expressing the memorised keywords efficiently by putting every detail into it. In addition to it before this step, I was not able to identify the main keywords of the study effectively that had occurred

several consequences in writing my paper effectively. While I go into the higher standard I find problems in analysing and gathering specific points from a vast syllabus. According to the step of Kolb's learning cycle I had included reflective observation regarding my problems in collecting points and summarising the topic effectively. I found that If I find out the key points of one specific paragraph at one time by repeatedly reading the passage sincerely it will help me to gather particular points. On the other hand, I started taking notes and practising my writings roughly every day through those found points from the passage effectively. It has helped me to build up sentences very fast and it has provided me with a proper way of imposing several vital information within the writing that will enhance the quality of my writing efficiently (Lyon, 2017). I have observed this step according to Kolb's active experimentation stage properly.

Expansion: This step has been performed according to Kolb's abstract Conceptualisation phase and it is a vital step for me also to highlight my beneficial areas after observing and adopting several activities regarding summarising. This has been regarded as one of the most innovative ideas to memorise every detailed information of the text effectively. The skill has helped me to understand the study and every hidden detail that can be overlooked in reading the text for one time (Studyskillscitycollege.wordpress.com, 2020). My interest in reading has been upgraded. The quality of my writing has been upgraded along with my reading. I have been able to analyse every phase of my study regarding any topic. Now I can invest most of the time in finding out several information regarding my study without being tired with this practice. Most remarkably it has helped me to speed up my writing in the examination. Now, I can complete my paper as well as assignments very quickly on given time by my professors. Hence I can say that this method is one of the best skills one must

adopt to enhance the quality of academic writing and for proper acknowledgement of the matter.

Giving a presentation and public speaking

I am a scholar who can write the topics and acknowledgement regarding my understanding but I can not produce a presentation or speak publicly regarding my understanding. This has created a major barrier around my academic excellence. Hence it is necessary for me to adopt this skill efficiently.

Explore the skill: This is one of the most important skills for the students like me who are very much afraid of public speaking or communicating with others regarding their own understanding. I have very few friends hence it can be said that I am not at all comfortable with many people regarding any topic. It has created an obstacle in making my teachers know about my knowledge or understanding. I can not portray my knowledge in front of them effectively that has made them feel that maybe I have not read or studied about the given topic significantly. Nowadays, public speaking has become one of the efficient platforms for the student to portray their understanding and let their friends understand that knowledge distinctively from them (LeFebvre *et al.*, 2018). Here, I have observed the first stage of Kolb's theory that is a concrete experience to analyse my situation. There was a project where I need to represent my assignment visually and make them understand my assignment elaborately through verbal expressions. Unfortunately, I was not able to perform this task properly which has tended me to observe this skill effectively through examining my abilities and positive virtues with the help of Kolb's next step of the theory reflective observation.

New experience of the skill: This skill is very much tough for me to adopt as I judge me as a shy person. I have gone through several public speaking and presentation videos to learn what are the key features that I need to observe distinctively. I have found several virtues such as I need to be loud as well as clear while presenting my point of views or assignments in front of my professors or some other people. I need to be confident and should gather proper knowledge regarding my topic effectively so that I can rapidly provide answers to the questionnaire. I have acknowledged the third stage of Kolb that is experimentation and started trying out my public speaking and providing presentations in front of my parents as well as friends (Boetje and van Ginkel, 2021). It has taken almost 3 months for me to open up and provide distinctive information regarding my topic verbally in front of people significantly.

Expansion: I have practised this skill deliberately with my parents and family members by communicating with them freely, by sharing my knowledge regarding one topic effectively with them, etc. It has made me a more confident person than the previous time and I can produce my point of view, my presentation, as well as can provide the answer to my professor verbally significantly. My doubts can be solved by my teachers nowadays very efficiently due to my effective interactions with them. This skill not only upgraded my educational knowledge, it has upgraded my personality towards people very impressively (Gdpi.hitbullseye.com, 2020). I have concluded this skill effectively with the help of Kolb's abstract conceptualisation about this skill.

Conclusion

Learning cycles play a significant role in upgrading the personality of the students along with their excellences, understandings, pieces of knowledge, and learning methods efficiently. It can be said that learning cycles are one of the major aspects of the learning process. After summing up my experiences regarding several skills that are adopted and analysed with the help of Kolb's learning cycle I can say that my academic understanding regarding any topic has been upgraded orally as well as in written matters also. I can enjoy my spare time as well as playtime along with educational time significantly with the help of time management. The report has clearly portrayed every stage of my improvement regarding different skills with Kolb's learning cycle.

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