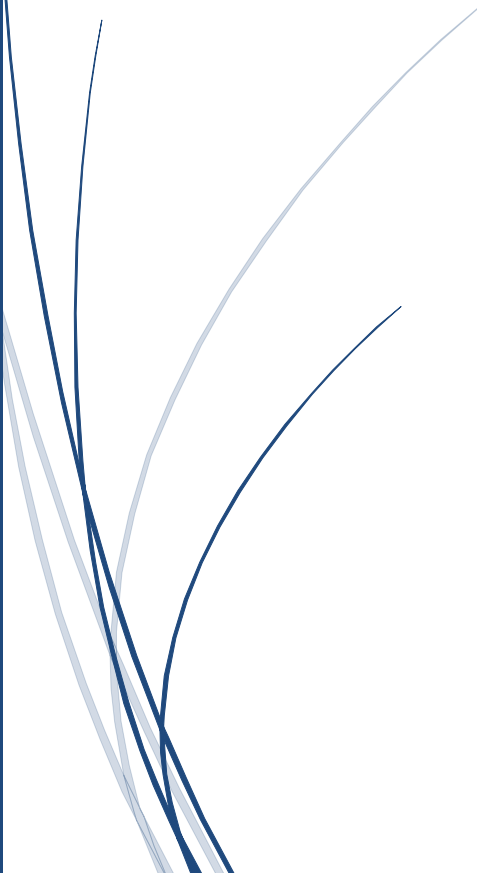




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Academic And Employability Skills

BMSW-4001



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1. Introduction:

The purpose of this report is to discuss the four topics that are time management, reflection, paraphrasing, presentation. Along with this, Gibb's model will also be discussed and used.

Time management skill is very useful for students. It helps students to finish any assignment in time or finish an exam on time. Reflection is what the learner learns, understands and applies and demonstrates when needed i.e. the learner's own experience while learning. Most multilingual students are required to do paraphrasing for the job market. It's not plagiarizing someone else's writing; it's presenting someone else's writing as your own. Presentation skills are the ability of students to present what they learn while studying. This skill is found in large educational institutions. This skill helps develop professionalism in the learning environment. Learning means exploring, usually using the Gibbs' model, students can explore something about learning. I am going to reflect for the first time on what I experienced during my studies.

2. Gibbs' reflective Cycle:

The Gibbs' Reflective Cycle was invented by the scientist Graham Gibbs' in 1988 (Adeani, Febriani and Syafryadin, 2020). According to this model, students can explore new things and express their own opinions and consider the right and wrong of this experience. This model is generally organized into six levels namely – **Description, Feelings, Evolution, Analysis, Conclusion, Action Plan**. The Gibbs' model slows down students' reasoning abilities so students can make more accurate decisions, even as "structured debriefing" was developed by scientist Gibbs' to support this process. The specialty of his model is to consider the right and wrong of feelings based on reflection.

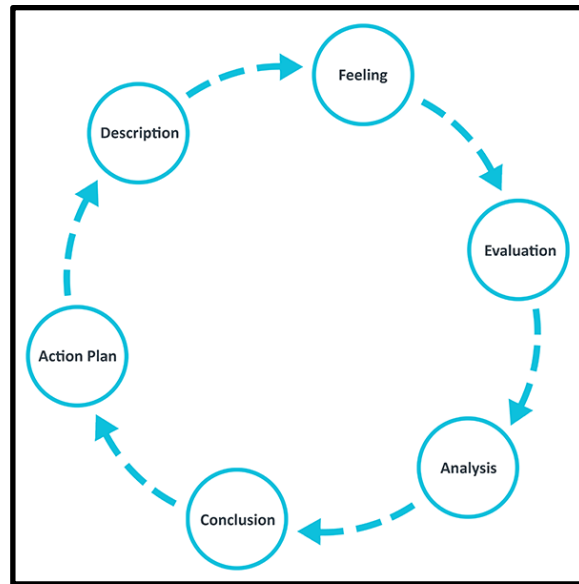


Figure: Gibbs' Reflective Cycle
(Source: The University of Edinburgh. 2022)

3. Time Management:

According to Harvard Business Review, (2020) the skill of time management can be defined as a process of decision-making which helps in structuring, protecting and adjusting the time of a person as per changing conditions of environment.

Description: In this case I got an opportunity to describe my situation. The essential point of discussion here is what happened. This helped me a lot in time management. I shared the assignment with the group so we had different team members working separately at the same time so it didn't seem like it was copied or written separately. Our assignment is unique. Our teacher has introduced us with tools like- Bullet Journaling, Google Calendar for routine maintenance and time scheduling.

Feelings: In this case I was able to express my personal thoughts which created a positive impact on my assignment. Time management always increases the quality and quantity of work. When we decided to do group work I was very excited for the high quality of work and spend the minimum time with my assignment because I feel like I have mastered time management skills but I was feeling a bit disappointed as some plans went wrong in the middle of the assignment although later I started again and it ended with great success.

The benefits of time management are-Time management has many purposes like- it helps me reach my goals faster, it helps me prioritize my work, it helps me to reduce stress, it helps me to do more in less time, it helps me to break down tasks into smaller tasks. It was a great feeling for me to be able to do it because by working together we achieved victory. I can feel it from this class that there is no fear or shame of losing when working together. I also learned that working together can save a lot of time.

Analysis: In this case, I was able to analyze how much time management I have learned from the entire course and how much I can use it. Even what else happened alongside this learning. Through this skill I learned to use time properly, a skill that is always needed to increase the quantity and quality of my work. This should be done in raw and developed with regular execution. The importance of time management lies in helping one become productive with more diligence and resourcefulness to achieve goals (Kapur,2018).

Evaluation: In this case I can consider which strategies are working and which are not working. Try to work as efficiently as possible. I must look at both the positive and negative aspects of the work which will bring me more perfection in the work later. What worked in our group was that we worked in agreement with each other and there were no conflicts, we managed to complete the work within the stipulated time keeping the quality of work but what didn't work was that some plans flopped and doubled our work. We had to work double time at the same time which created some stress for the team members but it enabled us to double the schedule.

Conclusion: In this case I can discuss what I learned in the whole task and what I need to improve. That is the summary of my whole work. I learned how to divide an assignment between groups and finish it in time and how to do double work at the same time. It will help me a lot in my studies to perform better.

Action Plan: I am going to write down to do list, so I don't forget what I have to do.

Skills to improve	Time Frame
Manage breaks in a schedule	7-14 days.
Avoid Distractions	15 days.

4. Reflection:

Reflection is a process or skill about reviewing, further analysis and the evaluation of one's self-skills (Centre of the cell. 2020).

Description: In this case, since I can narrate from beginning to end, successfully narrating my reflection will be easier to say and easier to understand for those to whom it is addressed. Through this my experience will be unique. But I have to include all the little details when telling, like who was involved, where it happened, what the goal was, and any other necessary context. I should aim to describe the situation simply, free from bias or emotion because in the end I will judge right, wrong based on my reflection. During my class I have learnt how to express my experience with proper detailing and confidence.

Feelings: I was feeling a bit nervous during the reflection as I had to describe my course experience for quite some time. Also, as my grade depended on it, I was checking my assignments again and again even though I had enough confidence in my experience and the opinions I had based on it. But slowly after hearing or seeing my reflection the expressions of the teachers and the recognition given by them increased my confidence which helped me to present my reflection better. I feel ready for further reflection.

Analysis: In this case I can analyze my learning and have acquired the ability to judge and accept right and wrong. The reflection skill helped me express myself independently and it will give me the confidence to speak up for myself, it will become more perfect with practice. According to Harvard Business Review, (2022) reflection improves self-awareness by empowering one.

Evaluation: In this case I was able to identify where my work was flawed, or which part was the best. Considering the mistakes will help me to find ways to correct them so by correcting my work I am increasing the man of the work which will help me score higher in the future. Even the aspects of the work that have gone well should be improved so that I Can claim excellence.

Conclusion: This phase will help me reflect on what I have learned from the whole course in front of the exam or my classmates and even my juniors will get information about the course from my reflection. Since this is the conclusion of my experience, I will try to keep the reflection simple and short.

Action Plan:

Skills to improve	Time Frame
Boosting confidence while reflecting	1 month
Practicing the style of reflection	1.5 month

5. Paraphrasing:

The skill of paraphrasing is a method of writing which shows the capability of a student to grasp someone else's idea while not copying or attempting any academic misconduct (Sarair, Astila and Nurviani, 2019).

Description: In this case I am able to write this other text or topic according to my capacity. It can be presented more easily using a new language. Before paraphrasing, the part that you want to do should be read well and if you don't understand a word, you should check it in the dictionary. After reading the whole text, I start writing confidentially. It should be noted that it does not appear to be a copy. The writing should be kept carefully for any future reference. In this case, I was able to think of something new on my own.

Feelings: In this case I could describe how I felt or what I was thinking while learning to paraphrase. I was very excited when I learned this, because I had to write my own from a source so that the original text did not influence my thinking in any way, and when it was published, it was as if he found something new in my writing and interesting. It seems to him. Especially during the exam, the examiner should not see it as a copy, and it should not have any effect on my marks. But I was confident about my work.

Analysis: In this case, while paraphrasing I use my experience of the events around me which gives my writing a different dimension. This skill gives me the ability to judge right and wrong. It gives me the ability to focus on my work without being influenced by anything else and I think like any other work it can be done with raw perfection through daily practice.

Evaluation: In this case, I have tried to paraphrase honestly and try to correct it by judging what is right and wrong by evaluating my writing. There are both positive and negative sides of the

work and I have tried to perfect the positive and fix the negative. So that my work seems best to others and increases my satisfaction. Criticizing any work increases the hunger to do it perfectly.

Conclusion: In this section I can write a brief summary of what I learned throughout the course. Paraphrasing, I can inform others about the topic through my own short but essential writing. I will never have to read the entire course material even for my own needs. Through this conclusion, I will be able to summarize the subject again.

Action Plan:

Skills to improve	Time Frame
Daily notes making	1 month
Review the topic more before writing	1.5 months

6. Presentation:

Presentation skills make a person attractive in his speaking style, presentation of information and his attitude. According to Rafidiyah, (2018) The skill of presentation is highly beneficial in delivering knowledge and ideas.

Description: This whole course has given me personal independence i.e. if I can't present the presentation skills I have learned properly then my whole course will be meaningless. This course taught me methods like Persuasive Presentations, Instructional Presentations, Informative Presentations and Inspirational Presentations.

Feelings: Taking this course has given me a boost in confidence to present a topic in my own way and make myself attractive. I felt the positivity. I was very excited while doing the course.

Evaluation: There are right and wrong sides to any work or education but my ability to find and correct my own mistakes and accept them has increased as I have acquired presentation skills. I will try to improve my work by correcting my mistakes.

Analysis: At this level I can analyze what I have learned through this course. How to present useful information, how to perfect myself in front of the mirror, how to use visual aids etc. which

will help me in my presentation during the exam and help me increase my marks. It can be perfected with practice.

Conclusion: Conclusion is the summary of my whole presentation course. Through it all what I learned in the whole course is mentioned. This will help me to brush up on the entire course at exam time while doing presets.

Action Plan:

Skills to improve	Time Frame
Learn to make presentations without taking notes	15 days
Notice how experts work	1 month

7. Conclusion:

Few things are very important for a student to maintain or learn. Through time management, the student learns to work more in less time, thereby increasing his study time and becoming a multi-tasker, as a result, it is possible to manage everything while reading and listening, making assignments, making projects, and attending classes. Through reflection skills the student is able to reflect his own experience and correct his mistakes and perfect them, he is able to think fluently. Through paraphrasing, one learns to present the understanding of others in a new way with one's own language and thoughts. Presentation skills are very important for students. If he is not able to present what he has learned properly, half of his education will be wasted and even his marks will drop, and the Gibbs' model will help to do all this. According to the Gibbs' model, students will benefit if they acquire these lessons.

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