



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Bia Furtado

ID:2108260

Lecturer: Matthew Suff

Introduction

In this report I will be explaining, evaluating and reflecting on the learning done in the Academic and Digital skills module.

I will be talking about three topics; Time Referencing, Summarising and Paraphrasing.

Summarising

The basic definition given for summarising is 'to give a concise overview of a text's main points in your own words', it is to be able to maintain the main ideas of a text but compressing them into a shorter and easier to read text. My first idea when summarising is always to look for synonyms of key words, something that my lecturer also advised us to do, not only it improves our vocabulary but it also allows to use words which are in the same context of the ones originally used without having to repeat them, but he also told us to be aware of the synonyms we choose as they might change/lose the context of the sentence. I was able to learn a correct and more precise definition of the term 'summarising', I learned that not only I have to read the text but I need to understand it to successfully write a summary of it. One of the key advice I retained from my lectures was that if I organize and outline the main ideas of the text just before starting to write I will be able to have a better structured summary. The best way I found to do this is by drawing a mind map where I brainstorm my thoughts and ideas centred on the main idea of the text

Paraphrasing on the other hand was the most challenging topic as it was something that I have heard and practiced before but never took the time to fully understand it to facilitate me to do this I chose to use Kolb's model of reflective thinking as it proposes that learning can happen naturally through experience for the development of knowledge construction, so once I was familiar with the definition of paraphrasing which is very similar to summarising but should not be mistaken as being the same thing.

I realised that when you are paraphrasing the main idea is not to convey the text into a shorter version but to say exactly the same things without it losing its length and significance.

I now use these 4 key points (UEfAP- Academic Writing; Reporting- paraphrase, summary and synthesis, 2022)

1. Make sure the meaning is the same.
2. Make sure the length is the same.
3. Make sure the style is your own.
4. Remember to acknowledge other people's work.

As Kolb's method is a cycle I decided to focus more on one stage than the others which is 'Active Experimentation' as I believe is more useful for my academic work.

In the 'Active Experimentation' stage learning takes an active form, instead of only knowing and focusing on the theoretical part we are going to take all that we learned and put it into practice, the best way I find to this is with exercises, we did some paraphrasing exercises in class and I also took the liberty to do some on my own as well.

At first I could see that some of my sentences tended to 'run away' from its original context due to the way I positioned my synonyms and how I chose them as well, I learned replaced them the meaning of the sentence will stay the same.

I practiced summarising and paraphrasing through my presentations too. As in powerpoint slides I did not want to display all of the information that I had I summarized it on the slides and paraphrased it as well , so it was easier for the reader to understand and read quicker, while I had a longer version of the text with more synonyms.

Time management

In my opinion time management is a skill that not only you practice and apply in your academic life but in your personal life as well. But from an academic view I was able to perfect this skill by keeping a journal of my daily and weekly plans. I started by writing a daily timetable for how much time I would dedicate for each activity or task I had to complete for that day. My organization skills also were used as I needed to be able to follow my time limit for each.

In the presentation that took place in week 9 I was able to reflect and gather my strengths and weaknesses. I am with time getting used to public speaking so I tend to get nervous and have trouble speaking and projecting my voice , these are all things that I plan on improving with time but also found some techniques that have helped me with this. Instead of looking down, I now try to focus in multiple objects in the back of the room so this way it looks as if I'm looking at my audience, and I try to speaker slower so my speech is clear and understandable.

BMSW4001

Academic and Employability Skills (ACE)

Student name: Bia Furtado
Module leader: Sylvia Hoffman

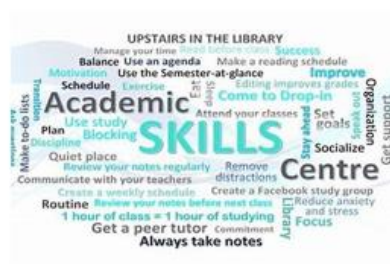


Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

Academic skills

Academic skills are a collection of behaviours learned by students through their studies.

- Academic writing
- Brainstorming
- Data Analysis
- Organization
- Digital literacy
- Time management



Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

05/01/2022

Employability skills

- Employability skills are soft skills that enable you to collaborate well with people, apply knowledge to solve challenges and adapt to any work setting. They also incorporate the professional abilities that will help you succeed in the workplace.
1. Communication
 2. Critical Thinking
 3. Ethics
 4. Computer skills
 5. Flexibility
 6. Efficiency
 7. Time management

My future career

A pediatric nurse is someone who provides health and medical care for children from birth through their late teens, is a specialized nurse who usually completes advance training in the pediatric sector.



Skills required for the role

Critical Thinking and Observing skills

Sympathetic and Kind

Decision Maker

Team work

Good Organizer

Patience

Good mental and physical health

Intuitive, Good Judgement

Respect

Clear communication

Evaluating my personal skills

As a children's nurse (or paediatric nurse) you'll play a key role in assessing the nursing needs of the child, taking into account their medical, social, cultural and family circumstances.

Being able to communicate appropriately is vital for this role and you'll need to show empathy and sensitivity when speaking with the children and their parents or carers. If you're working with young children, you'll also need to interpret their behaviour and reactions to assess them fully, as they won't be able to explain how they're feeling.

You can deliver care in a variety of settings, such as hospitals, homes and in the community and will be part of a team made up of doctors, healthcare assistants, play staff, psychologists and social workers.

- ✓ Critical Thinking and Observing skills
- ✓ Sympathetic and Kind
- ✓ Decision Maker
- ✓ Team work
- ✓ Good Organizer
- ✓ Patience
- ✓ Good mental and physical health
- ✓ Intuitive, Good Judgement
- ✓ Respect
- ✓ Clear Communication
- ✓ Time management

Conclusion

To conclude my presentation, with this powerpoint I was able to define my strengths and my transferable skills which will help me to succeed in my career as a paediatric nurse as well as my weaknesses and how I plan on improving them.



References/ Reading List

- Prospects.ac.uk[online] Available at <<https://www.prospects.ac.uk/job-profiles/childrens-nurse>> [Accessed 7 December 2021]
- Thebalancecareers.com[online] Available at <<https://www.thebalancecareers.com/employability-skills-list-and-examples-4143571>> [Accessed 8 December 2021]
- Simplicable.com [online] Available at <<https://simplicable.com/en/academic-skills>> [Accessed 8 December 2021]
- [Healthcareers.nhs.uk](https://healthcareers.nhs.uk) [online] Available at <<https://healthcareers.nhs.uk/explore-roles/nursing/roles-nursing/childrens-nurse>> [Accessed 8 December 2021]