

Academic and employability skills
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Academic report where I reflect on my learning in this model

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Introduction

This academic report aims to critically reflect on my learning in this module. I will talk about 1-Time management\Organising study, 2-Academic writing, 3-Paraphrasing, and 4-Summarising. I will use the Gibbs Reflective Cycle as it's a common model of reflection. Learning from experience is linked to reflection. It is seen as a critical strategy for professionals that value lifelong learning. Reflective practise, in general, is the process of learning from and about an event or action to obtain new insights into oneself and/or practise. This approach is seen as a means of encouraging the personal and professional development of qualified and self-employed professionals, thereby boosting both personal and professional progress. The Gibbs Reflective Cycle is made up of six steps that allow the reflector to think through all parts of an activity or event (Gibbs, 1998). The model differs from Kolb's reflective model (Kolb, 1984) in that it incorporates information, behaviours, and emotions, as well as suggesting that experiences are repeated. As a result, the model is broader and more flexible, analysing a situation critically to facilitate future adjustments. I will discuss 4 topics during the term. I will explain my understanding on it and what I have learnt in the classroom and outside.

Description

1-I learnt in class that finding strategies to learn and work at the same time will help me achieve my objectives is the key to effective time management. Long-term time management, on the other hand, is all about self-awareness and spending time thinking on my own preferences and priorities.

2-For me academic writing is essential. Because I want to keep my education going. I didn't know how to write academically before. When I first started the course, I had no clue how to write an academic report.

3- Also in my learning journey I learned how to paraphrase. The goal of paraphrasing is to modify the original text's wording while maintaining the same meaning. This differs from quote, which uses the same terms [but has a distinct connotation]. Because the words have been altered or paraphrased, quote marks should not be used.

4- The other important thing I learned in class it was a summarising. It allows me to select the most significant parts from a book and rewrite them solely in a condensed version in my own words.

Feelings

1-In the beginning of lectures, I did not feel confident, nor did I feel experienced enough, because it was my first year of university. But it been very interesting. I couldn't understand how time flew by and my first class ended, since I enjoy learning and expanding my knowledge. Moreover, I was very surprised when my colleagues were comfortable and confident. They can combine different aspects of their lives to study and work, that means they have good time management skill.

2- When the lecturer was presenting their lesson, assigning tasks, and having a conversation with us, a lot of feelings and thoughts were racing through my head. When they give their lecture, I'm really interested in what they'll say and am enthusiastic about the topic. One interesting topic is Academic writing because its relating with my future education plans.

3-Towards the end of the lectures I was worried since there were so many things to accomplish, and we also had to submit our entire project to Turnitin. At the same time, I was relieved since I could finally put the lecturer's expertise to use in my work. Like for example, paraphrasing.

4-Last class it was discussion parts. The discussion section is intriguing since it involves all the people in the class, and a lot of answers came out from which I could learn. In the meanwhile, I was worried since the question may be too difficult, and I may not be able to answer it if the lecturer directs me to do so. After the experience, I had a different feeling. I believe that I can summarizing my work adequate and nicely.

Evaluation

1-I have been through good and bad experiences throughout the course. The good things are that through the learning process I realised that I acquired good time management skills.

2- The bad experience involved me struggling in the lesson in which we discussed academic writing since I didn't have any past experiences with it.

3- Another difficult experience in class was paraphrasing, this was because I was confused on how to do it.

4- An enjoyable lecture was when we learnt about summarizing, this was easy for me because I just seem to understand it and it so called “clicked” in my head.

Analysis

1-I discovered that I am passionate about health and social care and want to help others. This is because it assists me in developing the most essential aspect of my personality, which is my own talent, confidence, courage, and learning ability. Every single item the professor teaches is valuable, and there is a lot to learn. For ex Time management is important for study and everyday life. Time management tools and techniques is good to know they will help me with my plans and goals. Time management entails both the efficient use of time and the allocation of study time. We spend time learning and improving ourselves by balancing time to requirements for many parts of our life, such as studying, lectures, and courses. I won't be able to be very effective at work if I can't manage my time well. Time management is essential to me since I can't be a successful parent at home if I can't manage my time. In the workplace, I would likewise be ineffective. The way we manage the amount of time we set aside for a certain job or objective is known as time management. It is the actions we take daily. People might get burdened by life if they do not manage it properly. Why is it that some people can do more in a single day than others can in a week? Other than potentially a difference in energy levels, one individual be able to manage their time more efficiently than others. This does not imply that one person worked harder than the other because they did more in less time; rather, they have shown us how to work smarter in less time. When you have numerous duties, you need to maintain a disciplined work ethic. To be successful, you must once again properly manage your time. Better time management skills can help you improve your grades, land a better job, and reduce stress in your personal life. On the other hand, poor time management might result in being late for work or school, which can cause them to lose their jobs or falling behind in their studies. This might have a significant negative impact on their life. This demonstrates the importance of time management and the need to do so well. As stated by David Allen (2001) “Think rarely get stuck because of lack of time. They get stuck because the

doing of them has not been defined. Most of the stress people experience come from inappropriately managed commitment they make or accept". They're there to help you manage your time effectively so you can learn the skills you'll need to achieve your goal. You must set certain goals to be effective with time management. It may be beneficial to divide your objectives into short and long-term goals. Short-term and daily goals that can help you achieve your goals in the long run. SMART goals- specific, measurable, achievable, realistic, time related. People are frequently stretched or pressured in their lives because of committing to activities that are outside the scope of what must be done. Peter Drucker (2008) said "If you want to improve how you manage time stop doing what doesn't need to be done". To summarise, make the most of your time by prioritising what must be done first. Consider what you'll have to give up keeping on track. Keep your eyes on the prize and don't stray too far from your schedule. If you have spare time, make the most of it by reading a book. If you don't already have one, start one. Staying on top of things will be less stressful because of this.

Time management, in my opinion, is important because if you don't manage your time properly, you won't have enough time to do your daily work or any other activity. Furthermore, time management is essential since forgetting about a set of duties that must be performed is not only disrespectful but also unprofessional. This is not a desirable quality to have since it appears that you are a very untidy and disorganised person who is unable to regulate your own time. I believe that to be successful, we must be able to manage our time well.

2-I've found that the learning approach and substance of academic writing are both was new to me. As a result, as someone who enjoys adventure, it was ideal for me. Everything the lecturer said grabbed my attention, and I did my best to follow it. I place a high value on academic writing. I want to further my studies. Also, I learnt how to Paraphrase and what is the Paraphrasing.

3- Paraphrasing is the process of putting another person's ideas into your own words. When you utilise other people's work to promote your own opinions, you employ paraphrase. However, you must alter the term and structure while maintaining the meaning. When you paraphrase someone's work, however, you must recognise it by providing a source. I also know how to use the method when paraphrasing to express the same meaning in a different way. Using synonyms for example, changing word class, Changing word order.

Those five steps are critical for getting effective paraphrase material, which we will study throughout the course.

For ex: 1: Read the text and make sure you understand it.

2: Make a list of the most important points.

Important concepts, words, and phrases. Make a list of them, underline them, or highlight them. Alternative word/synonyms for these words/phrases are needed.

3: Modify the text's structure as follows: Finding the connection between a word, a concept, a generalisation, and a contrast: Differentiate yourself by expressing yourself in a unique way.

Change the text's grammar: nouns become verbs, adjectives become adverbs, big phrases are broken up, and short sentences are merged.

4: Rewrite the following phrases in complete sentences: Make a continuous piece of writing out of your notes.

5: double-check your work: Remember to keep the idea the same, the length the same, and the style your own. Remember to give credit where credit is due.

4-Everything the lecturer taught was valuable, and there was a great deal to learn.

For ex: In academic writing, summarising is a crucial ability. It allows you to select the most significant parts from a book and rewrite them solely in a condensed version in your own words. Writing a solid summary also indicates that you have completely comprehended the content. When the original content is lengthy, people frequently summarise it. Summarize excludes any detail or example that might divert the reader's attention away from the most crucial facts. A paraphrase may have the same size as the original material, but a summary is significantly shorter. A reference to the source is required when summarising. Writing a summary is beneficial because it allows you to identify what is important while also analysing, evaluating, and remembering what you read or heard. When you summarise a piece of writing, you pick only the most significant points and put them into your own words.

Conclusion

My lecturer has taught me a lot and given me a lot of information. I've learned how to succeed in every situation, whether alone or in a group. Apart from that, it has made me realise the significance of personal abilities. Besides that, I need to increase my ability to focus on a given task at a specific time.

I'm aware of my strengths and weaknesses, and I'm confident that with practise, I'll be able to progress.

Gibbs Reflective Cycle's strength is in developing a questioning mindset and fresh views, identifying areas for change and improvement, successfully responding to new difficulties, and generalising and applying what you've learnt from one circumstance to another.

Action plan

I am certain that I will outperform my present performance. My attitude will change because I see that my existing attitude will not allow me to achieve tremendous achievement. Furthermore, assignments and activities assigned by the lecturer will be completed early so that the lecturer may review them and improve the quality of my work. In addition, to obtain a good final year score, I need to improve my capacity to study more.

Conclusion of my report

In this report I reflect on my learning experience, I mentions 4 topics. 1-Time management\Organising study, 2-Academic writing, 3-Paraphrasing, and 4-Summarising. I also talked about my feelings, I analysed my thoughts and experience during my classes and at the end I shared my future action plan and what I intended to do in my future education.

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