

Academic and Employability Skills ***(BMSW4001_LON)***

Lecture: Joanna Walsh

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Executive Summary

This study has developed understanding on reflecting on own learning and development during module learning. There has been discussion on the developed skills and performed activities. The reflection is provided using Gibbs reflective model however other models such as Driscoll and Kolb were also read. Analysis is made on specific areas such as paraphrasing, summarising, report writing, and others. Action plan is also made by considering future prospects for development of employability by putting emphasis on development of particular skills.

Table of Contents

Task 2:.....	Error! Bookmark not defined.
Reference List	10

Reflect your own learning using recognised models

Gibbs Reflective cycle

It is the popular model to understand reflection with the help of different stages in this cycle (Pullman, 2018). Some of the topics that have been selected from this module are report writing, paraphrasing, referencing and summarising.

Description: For writing **best quality of report** and using appropriate **referencing**, my aim was to divide each part of the work in appropriate manner. I have decided to start this task by afternoon and finish the work within the specified deadline. I have made effective plan and gone through the previous lesson that would avoid any kind of mistake in my work. While starting this work, I realised that instructions in the brief and reference style were not mentioned in clear manner. For solving this problem, I have replied in that mail and informed particular student to send details once again properly. Lot of time was wasted during this process and started my work during evening time. Additionally, I have to go through all the rules in referencing style for books, authors and journals in my work. I had to make some changes in the plan to achieve the target in given time.

I have given my best effort to provide good quality of report to the student. This has created positive impact in my mind to deal with any kind of challenges in future. I have to work until late night to finish this work within the deadline. I have taken time to go through the slides of **paraphrasing** to display my skills in proper manner. I have noted down **key points and ideas** in one place and practised many examples from Internet. After doing these things, I have used my knowledge and new skills to implement it in my assigned work. Next step that has been taken by me is **summarising** the entire report in clear manner. I have taken note of key ideas and main points of the work to write it in crisp manner. Readers can understand the entire content of the report in less amount of time. It will generate positive impact in their mind regarding the submitted work. I have practiced CV writing by identifying own skills, knowledge and attributes and posted it on Monster.com. Moreover, I have learned cover letter writing needed to develop employability where I introduced and sold myself. I identified from conducting SWOT analysis that my major skills include, creativity, non-judgemental and passionate. However, I am pessimist and depressed and lack educational qualification required for employability.

Feelings: Before starting this work for the student, I thought that smart planning could complete the work within the specific deadline. Then I assumed that task could not be finished within this time because of incomplete information, I felt quite distressed. I understood that this plan was not going to work and implemented changes in it to achieve the

target. I had gathered motivation in my mind and used creative ideas to provide best quality of work within deadline. I had to stay awake until late night to finish this assigned task in stipulated time. This has actually taught me to work harder during difficult situation and complete the work with proper focus. After all these situations, I felt quite satisfied that this work was completed in successful manner within the given time. Positive attitude and motivation has helped me to give best quality of report for the student.

Evaluation: I have experienced some of the good things that include dealing with any kind of challenges to produce good quality of report for student within the given deadline. I understood that motivation is required to handle unexpected situation from student's end. However, I had encouraged myself to stay wake until late night for providing best quality in the report. This has created **positive impact** in my mind to implement effective steps for writing good report in future. Few of the things which did not work out for me is sudden changes in the plan to complete report for student within the particular time. Lack of information in the brief has consumed lot of time that resulted in delay to start my work. During that time, I have lost my confidence and thought that this work will not be finished in the appropriate time.

Analysis: I think that working in difficult situation provides best opportunity for me to handle any issue for completion of work within the given deadline. I believe that it is important to communicate with concerned person in case of any problem in the work. I have implemented proper planning to finish the specified task within the deadline but it took some time due to lack of information in the brief. I understood that motivation is important during the time of distress to implement new ideas for solving problem instantly. I enjoyed working in this surrounding because lot of new things can be implemented in any situation for future. I would prefer working in a team to finish assigned task in proper time. The approach that was used by me did not work too well due to lack of information on referencing style. I had to start task from evening time and keep focus to finish this task.

This has generated positive attitude in my mind to complete work within the specified deadline. I think that lack of focus to check the brief in proper manner had led to this situation. I have made plans in advance without going through the usage of reference style in the work. This has created lot of problems before analysing the study.

Conclusion: I have learned that proper planning is required to divide any work by using efficient means. It is important for me to check the brief and referencing style of assigned job for avoiding any kind of problem while starting the work. This would save my time to finish the assigned task in proper time. Identifying my strengths will help me to improve confidence

for handling any situation within the assigned work. I can take different kinds of role to complete the task within assigned time. I have learned that it is important to challenge some of the decision in order to produce best quality of work to students. I have worked upon my weak points to find new ways for solving problems in future. I have found effective ways to motivate myself to deal with any kind of problems in the work. Focusing on particular task is important for me to provide good quality of work to the respective reader. Working on some of the opportunities will help me to create self-confidence for solving problem in efficient manner.

I have opportunity of studying about business and get new job. Moreover, I can be an entrepreneur. However, in order to achieve the same I need funding and study break so that I can focus on professional life. The learning topic is related to aspiration and hope of being employable as self-improvement can be managed by improving weaknesses.

Action Plan:

Some of the actions that I will implement to improve my report is to understand the strength in particular section for assigned task. It is the best way to know myself before working in any specified work. I will create effective plan and analyse the expectation of students for particular work that helps me to use effective process in future. I can suggest that each section of the task is completed in proper manner before providing reference in each part. This creates positive impact in the mind of readers to go through the report in less time. I am confident that this experience will be remembered by me to check the brief in proper manner before executing any plan in the future.

I will speak with concerned person regarding any changes in my decision to avoid any kind of problem in upcoming years. I would share any concerns inside my mind to that specific person for getting proper advice and feedback in the future. With all these suggestions, I feel that best result is possible to achieve by contributing in the effective manner. Communication both verbal and written, self-motivation, planning skill, and flexibility, analytical, and time management skill can be focused to be developed. Eisenhower method can be used for managing time by segregating urgent and non urgent tasks. I will mark as urgent activities like healthy checkups, project submission, finishing assignment, responding to important emails, and food preparation on daily basis. Non urgent tasks can be classified separately like exercising, buying book for next term, using social media platforms, and watching television.

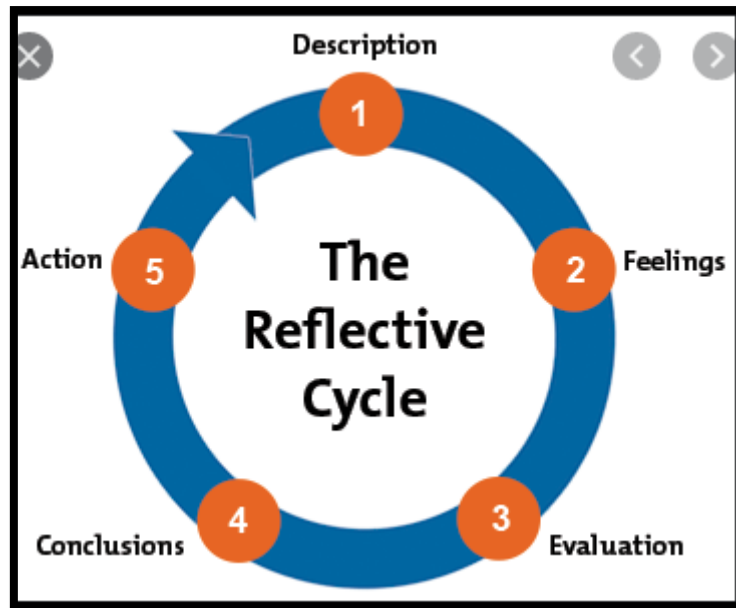


Figure 1: Gibbs Reflective cycle

(Source: Gilbert, 2016)

Analysis related to the specific topics

Report writing

It is referred as creation of structured document that explains about the particular topic or event in details. Proper structure is maintained in the report to explain reader about thinking skills of any individual. Understanding of brief is crucial for everyone to have clear idea about the topic before starting the work. Appropriate planning and focused mind is important for individual to create good quality of work for the concerned person (Schneider *et al.*, 2018). It is important to find relevant information from books, journals and websites to write good content in the report. Usage of proper headings, subheadings and page number is helpful for the reader to find required information in less time. **Executive summary** explains about the entire content of the report in brief to the audience. **Introduction** discuss about the basic purpose and planning of the work in crisp manner. **Main body** describe the key idea and concepts that are analysed inside the content of report (Reid, 2018). **Conclusion** gives information about the inference that is drawn from the entire discussion of the study.

Paraphrasing

It is defined as writing something in own words but keeping the idea of the content same within the work. This is important in any work because it explains the reader about the understanding of the study in proper manner. It is necessary to do proper practice on Internet before implementing it inside the assigned work. Individuals need to read the text in focused way and use their methods to write in their own words. Keeping paper and pen in front helps

any individual to use critical thinking skills to improve this skill in future (Wallwork, 2016). It is important to write accurate sentences and give proper sources in the report to create good impression in reader's mind. This is crucial for any individual to focus on the main idea and tone of the content for completing the report. Knowledge of good vocabulary and sentence structure is important for everyone to provide best quality of work to the concerned person. All these things need to be crosschecked from everyone's end before sending the final work.

Referencing

It allows any individual to give contribution of some authors in their work. This is important because it gives credit to them for using their ideas in the report. It includes the process of linking citations with the relevant content that improves the quality of work for the readers. They use proper referencing styles that are mentioned in the brief to fulfil the needs of client (Pears and Shields, 2019). The researchers follow Harvard referencing style to create good quality of report for them. It is important for them to follow certain rules while giving in text citation for books, articles and website and journals in their work. Revising all these things is important for them to avoid any kind of mistakes within the report. Any kind of inappropriate reference in wrong place affects the quality of the report and creates negative impression in reader's mind. It is important to show great idea and new creativity in the work for getting appraisal from the clients in future (Markel, 2018). Crosschecking all the things such as proper citation in the appropriate place is important before delivering the final work.

Summarising

It plays a vital role in academic writing to keep important note and writing them in own words. This is important because it expresses the entire summary of the report in brief. It is important to note down the key points and ideas that are discussed in the study for writing it in crisp manner. Readers can understand the topic without reading the entire work that creates positive impact in their mind (Marzec-Stawiarska, 2016). Taking note of the crucial factors inside the report helps them to summarise the report in better manner. Organising all the things in proper manner is important for avoiding any kind of mistake within the work. This becomes easy for them to summarise all the things in crisp manner for the clients. They can understand the aim and purpose of the report in a clear way. Linking the ideas with relevant study helps researcher to explain clear idea to the clients inside their work. These techniques are important to summarise the work in best possible manner.

Conclusion

It can be concluded that teamwork plays a vital role to achieve the objectives of clients within the specified deadline. Motivation is important to deal with any unexpected problems in the work. Problem solving skill has created better opportunity for me to resolve conflicts among team members in reputed companies. Time management skill is important for to complete given tasks in stipulated time. Proper sentence structure and using of correct vocabulary is important to check before sending work to the respective clients. Following correct guidelines for referencing by researchers create positive impact in reader's mind. Summarising is important to write about the brief of entire report in crisp manner.

Reference List

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Reflective writing

Assignment → 4-5 topics
using

Cribbs 'Reflective Cycle'

Kelb's (Experimental Cycle)

Driscoll's model

* Looking Back at something (idea
or event)

* Analyze

* Meant for me

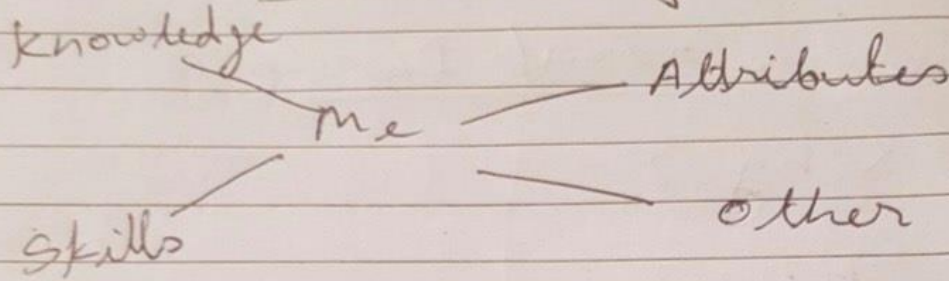
⇒ only 1st Person (unlike
Academic)

⇒ other relevant sources
can be used

Conclusions → Personal Action
Plan

ACE

CV Writing



monster.co.uk

Cover letter

* Introduction of myself

* ~~Add~~ Address to someone

* Sell myself

Top 5 Skills

Communication (Verbal & Written)

Time Management

Motivation

Analytical

Plan

Flexibility

Not 1

SWOT Analysis

Strengths

Creative
Passionate
Non-Judgmental

Weakness

Depressed
Lack of educational
Qualification

Pessimism

Opportunities

New Job/Business
Study further
Entrepreneur

~~Can~~ Lack of funding

Hard to be focused
(Study Break)

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Week 1

Time Management

The Eisenhower Method

Urgent		Not urgent	
Important	Finishing assign	Exercise	
	Submitting Project	Getting Read for	
	Health checkup (Critical)	next term (Buy Books)	
Not Important		Watching TV	
Not Important	Prepare Food	social media	
	Responding to Emails (Social)		

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Week 1

Time Management

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Urgent		Not urgent	
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