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BMSW4001

Academic and Employability skills

Reflective report

Lecturer: Barbara Chinyani

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Acknowledgement

I would like to give thanks to the lecturer Barbara Chinyani for supporting us with our lectures at this difficult time. I am also grateful for the achievement of the participants in Health and social care at University of Saint Trinity of Wales for helping us with our assignments.

1. Summary

The purpose of this report is to reflect on the learning of my chosen topic in the last two terms of the module, I will be focusing on my four topics about reflection in detail using Gibbs reflective cycle.

2. Introduction

Reflection is the process of analysing ideas by thinking of the abilities to do something to make improvements.

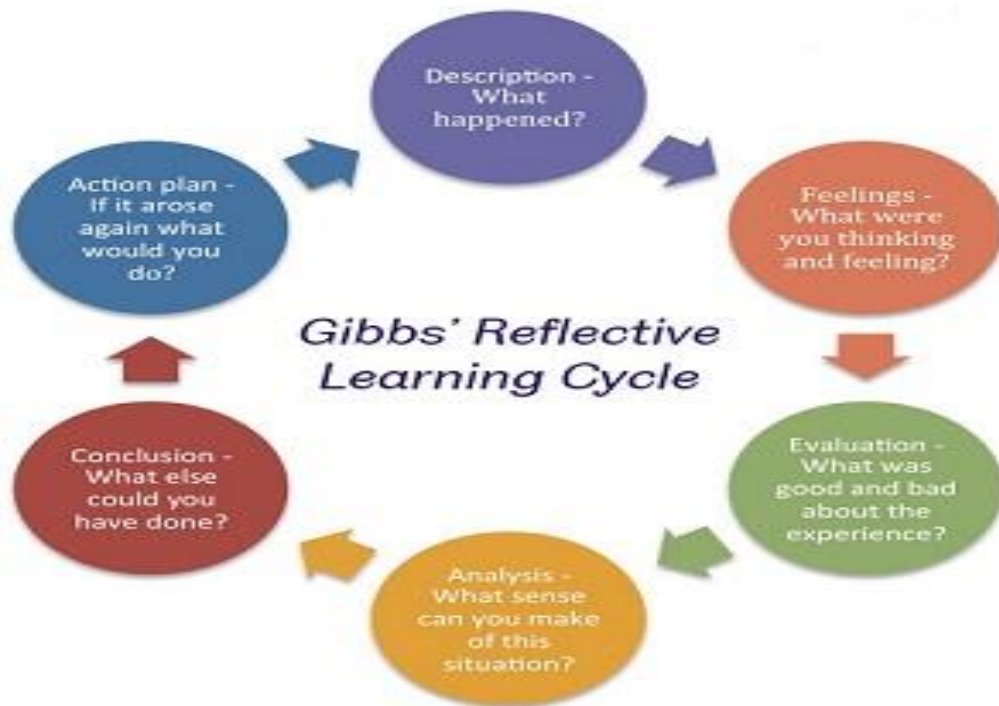
The purpose of this report is to reflect on what we have understood during the two terms and to use different techniques in order to understand this module. The topics I am going to reflect on is:

- Cover letter
- Summarizing
- Paraphrasing
- Online learning

3. Reflection on Gibbs

Gibbs' Reflective Cycle was created by Graham Gibbs in 1988 to give structure to learning from experiences.

Gibbs learning cycle (1988) has 6 stages which is description of an event, feelings, analysis, conclusion and action plan which is designed to support our learning on this module.



4. Cover letter

A covering letter is what introduces you to a prospective employer which is a professional business letter that provides an employer with an introduction to support your CV. (P. Morgan)

According on this module before I enrolled at University at Saint David Trinity , as I was studying this topic it was unfamiliar to me because this is my first experience on this subject so I wasn't aware about what to include.

During my time in this course my lecturer explained what this was all about and as I have been learning about cover letter in lectures I have an idea about what cover letter is to ensure I support my CV.

Before I came to this university, I was feeling happy to start the course but when I was studying this topic I was confused because I didn't get the opportunity to do this.

In my opinion during my time at lectures I was feeling anxious about this topic because I wasn't motivated enough with the work. After the subject I felt confident with this subject because I gained a lot of experience and knowledge through writing cover letters in order to support my CV.

In the past I did not experience cover letter because I was wasting time and spending time with my family. Before the pandemic as we were University I was more focused on my work but during the pandemic as we has online classes it was very difficult to me to use Moodle as I was confused and distracted at home, However I have done a lot of research about this.

Although it was difficult for me to understand at first, towards the end I finally managed to understand the topic.

In the past I did not have experience using cover letters due to lack of academic skills. Doing this cover letter is a good way to express your skills and knowledge in order to put idea together to show you employer the abilities you have gained for the job.

During the first semester I didnt show any affection for this assignment because I was wasting time on other modules which I wasn't too happy about.

Once I have covered this subject I realized my attitude towards this has been stronger and I made improvements toward the module. This has given me the passion have passion to improve my writing skills and applying my own knowledge.

In the future I will make my assignments a priority by buying the necessary equipment needed for the following term.

I am also going to do my assignments weekly and follow the guidelines. I will practise writing cover letters to ensure I apply all the information needed so I do this accurately.

5. Summarizing

Before starting this module, this was very tough for me to explain in detail what summarizing was as I was feeling confused about this. After a few sessions on summarizing I had an idea about what this involve which is a brief overview of a discussion or argument. This includes a number of bullet points, using your own words and style. You can often summarize when the original material is long, or to emphasize key facts or points.

After attending the lectures I understood the main purpose of a text that you can su emphasize on key facts or points. When the lecturer was teaching about summarizing

and paraphrase, I was listening taking notes. As I was listening to the language the lecturer was using I was taking notes and feeling motivated.

This has increased my understanding and language to my work. I was feeling relieved because of the practical work I have been given in class, this helped me improve my thinking skills.

This aim for this report was to reflect on my own experience about summarizing, I have gained a lot of my own experience that I have demonstrated from my own perspective.

Overall, I am relieved that the lecturer gave me the opportunity to study this module as I have learnt a lot through this so I will continue to reflect on my experience in the future.

In future I will use text, books in order to write down important information that are useful to me. I will think of ideas that can help me throughout this module and make sure I follow lecturer's advice.

6. Paraphrasing

Before starting this module, I had an idea what paraphrasing is because I have studied this in the past in my college. Firstly, based on my experiences in this course, I had a little bit difficulty in regard to online studies because this was distracting as there was lack of internet connection.

In the first semester when we had face to face interactions with lecturers, I found this more entertaining in regard to helping each other with our assignments. Lecturers was very supportive and understanding.

As I experienced paraphrasing a few times I feel that I have improved on this which I am proud.

As this is my first time using Moodle I was unsure about where to get the information from but as I was using Moodle everyday and Microsoft Team for my lectures I was familiar with this.

This online platform was very useful in regard on referencing. Microsoft Teams was an easy access to use in communication with lecturers or if you have any questions regarding the assignments.

In the first semester I have enjoyed listening to lectures and the use of academic language and techniques so I was able to take notes and to take important information that will help me with my assignments.

During Covid 19 it was difficult for me to learn with online studies on Microsoft Teams because I wasn't prepared as I thought will go back to University, However online studied gave me the chance to help me improve on my academic language. Regarding the assignments listening to online teaching was difficult for all of our students with the distractions at home as we need to spend time with family,

In my spare time I am going to start reading articles, journals to improve on my academic skills to develop my own experience and relate to academic writing in the future.

I will make my assignment a priority without any distraction by managing to finish my work on time and getting all the right equipment without going to the shops because this will waste time.

Through reflection I have realized by changing my attitude towards this module this will make me improve my study and be more passionate about this topic. This Module is very effective regardless of the online studies which helped me more in academic writing because I used my own words, I expanded on my knowledge and I am going to include my academic knowledge in my writing.

7. Online learning

Online learning is education that takes place over the internet, this is through Microsoft Teams often referred as an e-learning platform. I have never experience Virtual learning because of the current situation as classes had to be online over the internet.

In the first term of this course Virtual learning was very difficult for me to understand because I never had the chance to study this topic the lack of poor IT skills due to my old laptop.

Due to online studies this was challenging time for me because of the distractions I was getting at home and spending more time with family.

I had the opportunity to improve me IT skills and preparing for the second semester as I brought a new laptop which helped me improve on my studies.

I was feeling confused about this subject because I was wasting time on other modules when I could have been focused on one. When I was using Moodle and Microsoft teams for the first time I was unaware how this works as I didn't have any skills on how to use this.

However, during this course, I realized that Virtual learning has helped me improve a lot on my digital experience using computers.

Firstly, I thought online learning would be very challenging for me as I did not have the opportunity to study this topic before so that why I was not familiar with this.

However, I feel confident towards this topic which gives me the motivation of study because I have studied this in class. This helps me gain more knowledge by exploreong more for my study and also help my IT skills.

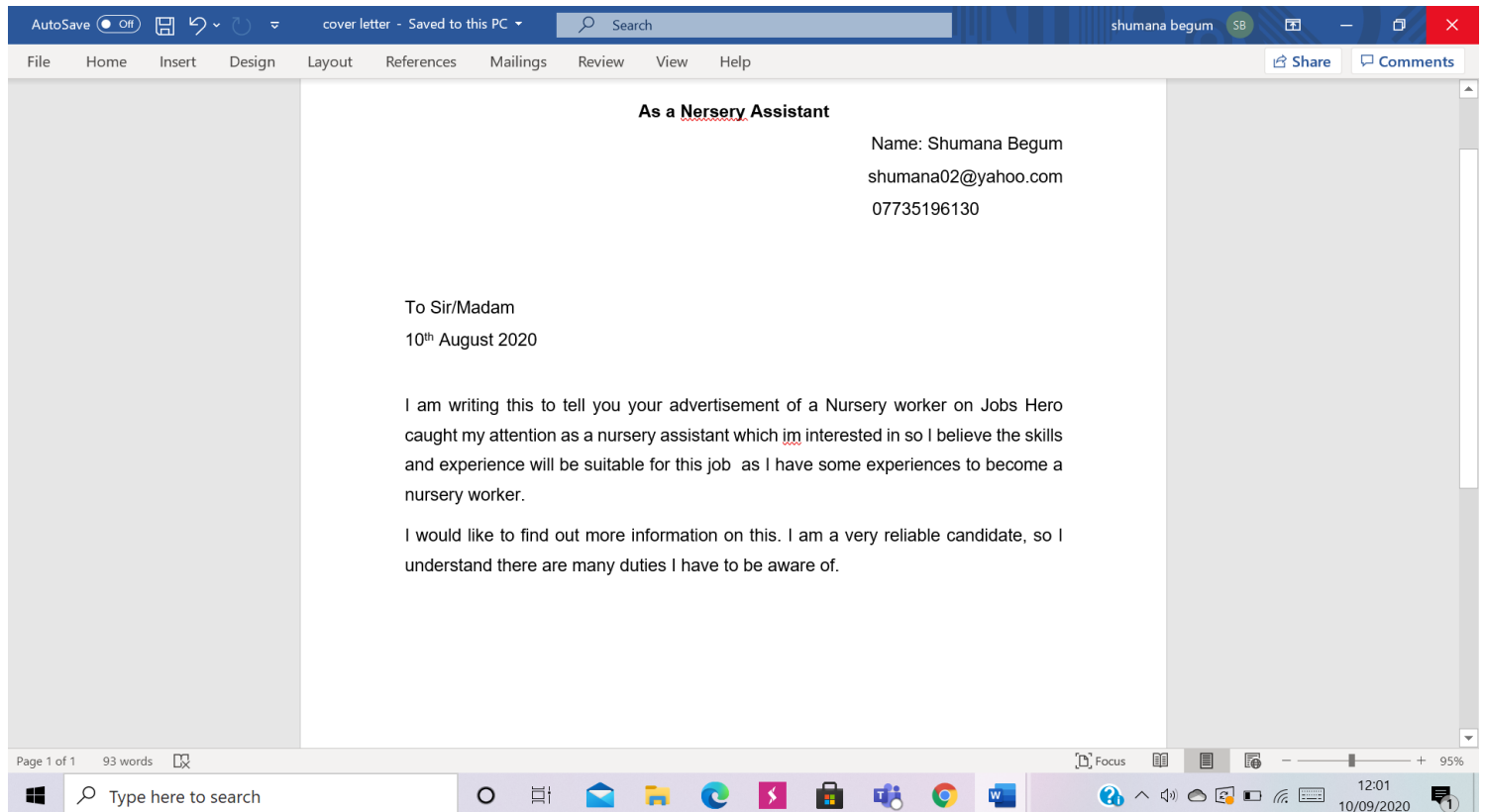
After the topics I have chosen which is online learning, paraphrasing, summarizing and cover letter I need to some improvements to ensure I complete all the task needed in the future.

In the future I will apply all the strategies to improve my learning. Also, i will put an effort to improve more on my online experience, I am going to follow lecturer's advice to make sure I do assignments on a weekly basis which gives me the chance to finish my work on time.

In my spare time I will practise more on improving on my digital skills and reading literature review.

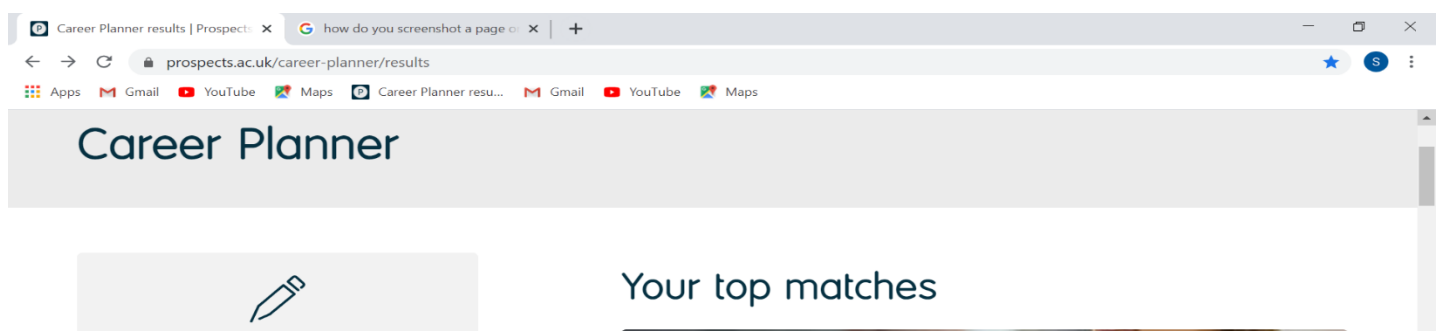
8. *Methodology*

To investigate this, I am going to apply all the methods that I used to gather information based on the four topics I have mentioned in my report.



9. *Result and findings*

I have provided a quiz in regard to my career planning on prospects.ac.uk. This shows that I have got 10 matches for my career job which I have provided some in this section.



Career Planner results | Prospects x how do you screenshot a page o x +

prospects.ac.uk/career-planner/results

Apps Gmail YouTube Maps Career Planner resu... Gmail YouTube Maps

JOB PROFILE

2. Sport and exercise psychologist

89%

First steps

Skills

Motivations

Desires

91%

88%

89%

85%

All you need to know...

- What does the job involve?
- How much could I earn?
- What qualifications do I need?

[View job profile >](#)

JOB PROFILE

3. Homeopath

88%

First steps

Skills

Motivations

Desires

90%

91%

92%

76%

All you need to know...

- What does the job involve?
- How much could I earn?
- What qualifications do I need?

[View job profile >](#)

Career Planner results | Prospects x how do you screenshot a page o x +

prospects.ac.uk/career-planner/results

Apps Gmail YouTube Maps Career Planner resu... Gmail YouTube Maps

JOB PROFILE

4. Psychiatrist

88%

First steps

Skills

Motivations

Desires

90%

88%

92%

80%

All you need to know...

- What does the job involve?
- How much could I earn?
- What qualifications do I need?

[View job profile >](#)

JOB PROFILE

5. IT trainer

88%

First steps

Skills

Motivations

Desires

88%

92%

87%

78%

All you need to know...

- What does the job involve?
- How much could I earn?
- What qualifications do I need?

[View job profile >](#)

Career Planner results | Prospects: x

prospects.ac.uk/career-planner/results

Apps Gmail YouTube Maps Career Planner resu... Gmail YouTube Maps

6. Horticultural therapist 87%

JOB PROFILE

All you need to know...

- What does the job involve?
- How much could I earn?
- What qualifications do I need?

First steps 92%

Skills 90%

Motivations 87%

Desires 75%

[View job profile >](#)

7. Psychological wellbeing practitioner 87%

JOB PROFILE

All you need to know...

- What does the job involve?
- How much could I earn?
- What qualifications do I need?

First steps 91%

Skills 90%

Motivations 93%

Desires 71%

[View job profile >](#)

https://www.prospects.ac.uk/job-profiles/horticultural-therapist

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10. Appendices

Career Planner results | Prospects: x

prospects.ac.uk/career-planner/results

Apps Gmail YouTube Maps Career Planner resu... Gmail YouTube Maps

8. Ophthalmologist 87%

JOB PROFILE

All you need to know...

- What does the job involve?
- How much could I earn?
- What qualifications do I need?

First steps 91%

Skills 89%

Motivations 87%

Desires 77%

[View job profile >](#)

9. Personal trainer 87%

JOB PROFILE

All you need to know...

- What does the job involve?
- How much could I earn?
- What qualifications do I need?

First steps 94%

Skills 87%

Motivations 84%

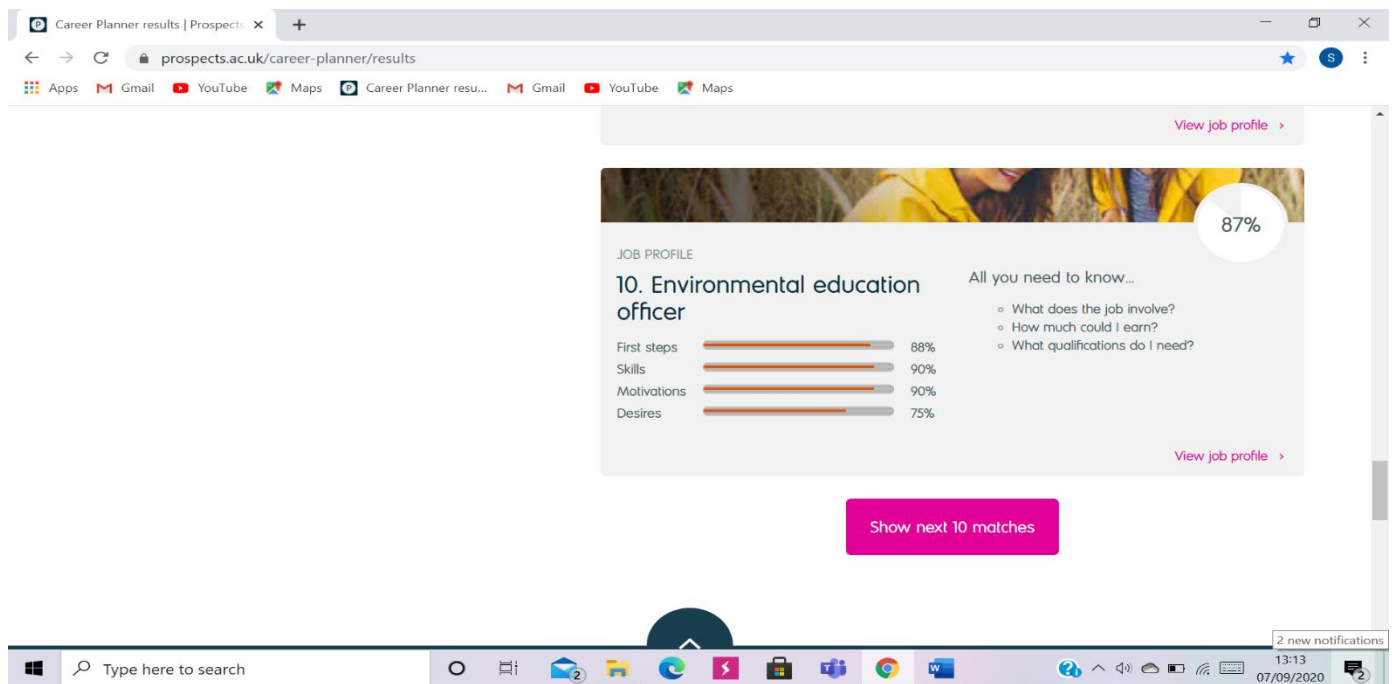
Desires 78%

[View job profile >](#)

https://www.prospects.ac.uk/job-profiles/personal-trainer

Type here to search

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11. List of reference

The Business student guide to study and Employability P.Morgan

<https://www.mindtools.com/pages/article/paraphrasing-summarizing.htm>

Prospects.ac.uk

12. Conclusion

According to each topic that I have chosen the only difficult task was the research and the cover letter because I haven't studied this topic after a long time that why I was abit confused by this.

However, based on my online learning I found this topic interesting because I have described this from my own point of view what this means to me so it is a great experience to learn this topic as it gives you the opportunity to learn IT skills.

13. Recommendation

Gibbs reflection cycle is a very powerful subject as it this is the encouragement that will give you ideas on how to plan an event so I will suggest that research is a good

way of learning as it gives you the chance to explore the skills you have and also gain more knowledge through this.

Word count:2007

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