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2018140

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BMSW4001 ACADEMIC AND EMPLOYABILITY

LEVEL 4: CERTIFICATE OF HEALTH AND SOCIAL CARE (WORKPLACE)

APRIL 2021

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INTRODUCTION

In this report, I am going to define the context and elaborate further on Report, academic writing, time management, with referencing to the Gibbs (1988) reflective cycle of learning which will be used to reflect, evaluate and analyse my feelings. Also, the SWOT analysis will be used to identify my strengths, weaknesses, opportunities and threats. In the latter part, I will also discuss on the smart goals and personal development plan which will form the conclusion and an action plan.

Report can be defined as a written or spoken description of what you have seen, heard, done, studied. (Word power dictionary, 2000)

Description

The context, academic writing is new to me and I did not understand it in class at the time of online lecture. After the class, I went through my note, read this topic all over again and again, but still I cannot understand it. However, I left it and went back again, when I cannot pin point any thing I left it for the day.

After continuous reading and also reading the note, I had taken in class, I started to understand the context bit by bit. Academic writing is the quality of evidence-based discuss, accurate, logical organization and an imitate tone that central point with every part of share in the mainline of argument without deviation or renewal (Valdes, 2019).

Note taking justifies better way to retain being a self-made study support as balance to non-note-taking (Beecher, 1988). (Parks-Stamm, 2010) also suggested that manage study skills for acquiring, organizing, amalgamating, remembering and using information.

Feelings

My instant response to academic writing is feeling overwhelmed as English is not my first language. I am still trying my hardest to cope, however, at times I still find grammar quite difficult.

Evaluation

I enjoyed this topic because it will boost my communication skills in writing and in reading. To large extent, it will be helpful for gaining more skills needed for employability and development.

Analysis

My knowledge and understanding on academic writing have improved to some extent. It has enabled me to understand key issues while reading different types of books, newspapers and articles.

Action Plan

My action plan is to continue to develop my academic writing skills. I would also like to develop my skills in accessing websites and reading books, newspapers, journals on academic writing. Another aim of mine is to contribute more to group discussions and work on continuing to develop a support network with colleagues at work. I am to improve on my learning skills, ask questions, ask and work on feedback from colleagues, lecturers and classmates during group discussions. I am to achieve all this by February 2022 as this is the end date of my course.

TIME MANAGEMENT

Description

On the context, time management, it was established that nurses who had developed time management skill can extend their competences, dignity and professional pleasure (Hall et al., 2008). Waterworth (2003) also established that time management is one of the responsibilities which must be follow by the nurses in the organization. Time management has been rated as a technique for managing, planning and appropriate use of time (Steel, 2007)

Feelings

My work is from 9am to 5pm Monday to Thursday and have to attend lecture from 9am to 1.15pm, not to talk of other pressing family commitments during the weeks. Before I started the course, I asked myself if I can do it but with the support of my children, manager and colleagues, I decided to go for it. What I did initially was planning toward starting the course as I know it will be time consuming. I was able to effectively manage my time well as I knew that I have to be in class for 9.00am and working at the same time during the week. I also tried to go to bed on time, wake up early, and left for work, instead of leaving home at my former time at 8.00am. I started to leave home at 7.15am so as to get to work at 8.45am in order to have 15 minutes to set up my laptop and get a cup of tea. I felt initially that I cannot combine both work, lecture and family commitment together due to the time constraint.

Evaluation

The good thing about it, is that my children and colleagues supported me when I needed help, and they are able to proof read my work, put commas in the right place. The negative experience is that it really affecting my health because of the time spent to research at journals, articles and references.

Analysis

My knowledge in planning and priorities my time has enable me to understand and apply the principles of prioritisation and delegation in my work which makes planning the day's work very easy and effective.

Action Plan

- In case of next time, I will plan, prioritise my work and do my assignment on time and not left it to the last minute.
- List activities of things I wanted to do every day, and I started with urgent, important.
- Time required for each activity, it depends on each activity require
- Leave time for distractions,
- To be able to manage my time well
- To be able to plan myself so that I can achieve my goals.

- To develop positive attitude in whatever I am doing
- I will be using study time to research into literatures, journals and internet

In case of next time, I will be started with urgent task, next to important and after non-urgent. Start my assignment on time, plan ahead, gather the evidence needed for the assignment and start the assignment, do the assignment and submit it and start the next assignment, not to leave it till last minute.

REFLECTION

Description

According to (John, 1995) states that 'reflection enables the practitioner to assess, understand and learn through their experiences'.

I will be explaining about what happened to me when I went to the bank to withdraw some money with the hope to transfer to my son's account. I have withdrawn the money and left the bank on my way home not realising that I did not transfer the money to my son's account and I am already near home. I decided to give my son cash instead of bank transfer.

Feelings

When I realised that I forgot to transfer the money into my son's account, I felt bad.

Evaluation

When I know that my son needs the money urgently, it makes me really feel bad.

Analysis

In the future, I will write the list of items or things I need to do in the community before I left home, so that I will be able to remember. The good thing from this is that I was able to remember not in the bank but on my way home. And I called my son and explained to him before I reached home. The bad thing about it is that I really feel bad, my son can think I don't want to transfer the money into its account.

Action Plan

- In case of next time I will write the list of things I wanted to do in the bank.
- To continue to develop myself in critical thinking and reflective practice
- To reflect on my action
- To be able to think and sort real issues from non-real
- To be able to direct in my writing and thinking outcome
- Rational: why: to be able to solve problem and give advice
- How: to focus and thinking deep on issues
- When: before I finish the course
- Date achieved: on going

REFERENCING

Description

The Harvard method is an acceptable referencing method requested for academic works and often quote as the 'author/date' method which recognize from the Vancouver of 'numerical' system to be more particular method. In which names and dates are given in the body of the text and the references alphabetically at the end of the paper' (Royal Society, 1965).

The topic reference is new to me. I don't know that when you copy something from someone's book or journal or internet, you must acknowledge the author.

Feelings

When I heard that, I need to reference my work, I thought how I am going to do it.

Evaluation

When writing I should reference it and arrange it more clearly and use smart goal to be realistic and achievable.

Analysis

To be able to do my assignment well, know what I was asked to do about referencing my work.

Action Plan

To be able to reference my work effectively, to recognize the author I have make use of his book for my work.

Conclusion

All these topics has prepared me to understand academic writing, time management, reflection and referencing and enlighten a clear picture of the importance of knowledge, skills to help me gain confidence also it will help me in my journey of life.

Strengths

My strengths are active listening, tolerance, flexibility, punctuality, working under pressure and being a team player. I want to be able to strengthen my skills in academic writing as this is a weakness for me. I will practice constructing grammar, use of paraphrases, incomplete sentences and inappropriate use of commas.

Influenced by (Genellen, 2007) by the end of this term, I will aim to transform some of my weaknesses into strengths such as improving on my time management and being able to reflect on my online learning experiences. To improve on my academic writing skills by adhering to comments on my essays and to make use of any opportunities available.

Setting up my personal development plan (PDP) will enable me to set myself realistic goals that are achievable within the time limit of my personal and professional life towards achieving some learning skills. (Cottrell, 2019) highlights the importance of group discussions, reading magazine and newspapers to improve my writing skills.

Part of my personal development plan is to read different books on academic writing skills and work on feedback from my manager and my colleagues.

- Aim: to learn how to write academic writing and to gain and understand the effective of academic writing
- Goal: long term, February, 2022
- Rational: why: to equip myself in good academic writing
- How and when: to read textbooks, newspapers, journal and search the internet on academic writing, to seek support from my colleagues on academic writing.
- Product and means of evaluation: to get feedback from my colleagues, lecturers and group discussions.
- Date achieved: on going

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