



BMSW4001

TASK 2

STUDENT NUMBER :2114399

4 TOPICS ABOUT THE MODULE BMSW4001

MIHAELA MARIA PETRIE

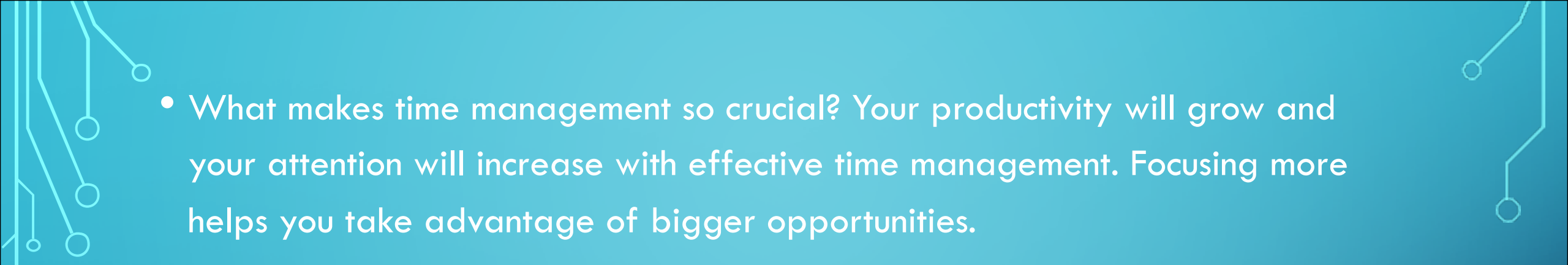
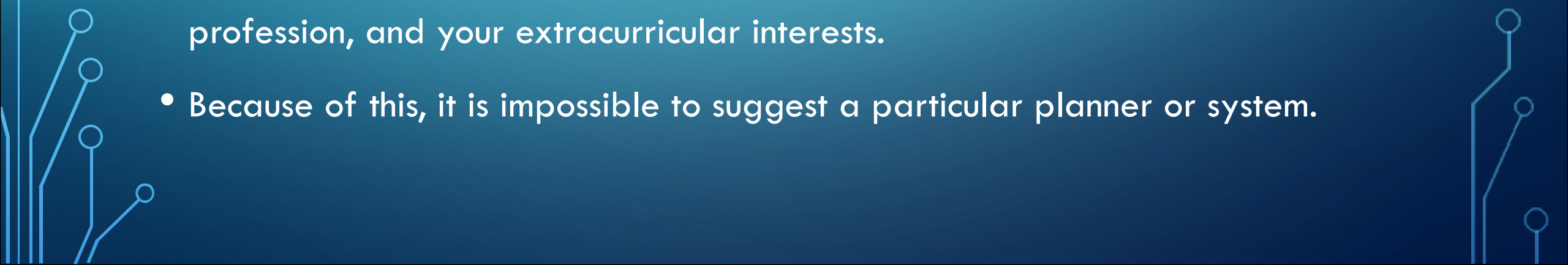
TOPIC ONE :TIME MANAGEMENT

- A time management report is what? You can keep track of how much time is spent working on problems in one or more projects with the use of time management reports.
- What are the five principles of time management? Result for time management report in an image Five suggestions for better time management Create reminders for every task you have. Setting reminders and being aware of your deadlines are essential for effective time management. Make a daily schedule. Give each task a deadline. Keep distractions at bay. Create a routine.
- A time management report is what? You can keep track of how much time is spent working on problems in one or more projects with the use of time management reports. What are the five principles of time management? Result for time management report in an image Five suggestions for better time management Create reminders for every task you have.
- Setting reminders and being aware of your deadlines are essential for effective time management. Make a daily schedule. Give each task a deadline. Keep distractions at bay. Create a routine.

- Give an example of time management. A "to-do list" that is written in the morning is one instance of time management (on a piece of paper).
- Getting our priorities in order in the morning is a productive approach to start each day, despite the fact that it may sound dated. As you complete each item on the list, cross it off.
- What does time management serve as? Coordination of duties and pursuits maximises the impact of a person's efforts through time management.
- The main goal of time management is to help people complete more effective work in a shorter amount of time.

- What is time management's conclusion? The idea of balance is THE LAST TIME MANAGEMENT POINT.
- Balance and moderation are the most crucial things you can instil in your life. You may master time management by putting the strategies, concepts, and procedures in this book into practise.
- As a result, you'll have more time for your loved ones and your personal life. What can students do to better manage their time? image outcome Tips for Time Management for Active College Students Determine Time Wasters and Establish Goals. It's simple to become sidetracked.
- Make a to-do list in advance, start with little tasks, only work on one thing at once, establish routines, use breaks wisely, take breaks, and learn to delegate.

- How can you design a wise time management goal? Each of your objectives should be:
- to ensure that they are specific and attainable. Specific (simple, sensible, significant). Measurable (meaningful, motivating). Achievable (agreed, attainable). Relevant (reasonable, realistic and resourced, results-based) (reasonable, realistic and resourced, results-based).
- What is the definition of time management? image outcome Working smarter, rather than harder, is a strategy for getting most out of your time and resources. Everyone has the same amount of time—24 hours per day—so the trick is to assign your tasks the proper amount of time according to their priority. It is up to each individual to use it whatever they see fit.

- 
- What makes time management so crucial? Your productivity will grow and your attention will increase with effective time management. Focusing more helps you take advantage of bigger opportunities.
 - It also enables you to spend more time on the tasks, objectives, and people that are important to you. Your ability to manage your time effectively will help you focus and prioritise your tasks better.
 - What does time management mean to you? A successful time management strategy will take into account your own characteristics, including what you enjoy and avoid, when you feel most alert or fatigued, the nature of your profession, and your extracurricular interests.
 - Because of this, it is impossible to suggest a particular planner or system.
- 

TOPIC 2: ACADEMIC WRITING

- What makes for a good report topic? Topics for Writing About the Workplace Workplace effects of layoffs. differences between generations at work.
- employee fatigue executive salary. Sustainable business practises. being accepted at work. employee appreciation. Sustainable office designs.
- What do academic reports consist of? A report is a particular type of writing that is structured around succinctly identifying and discussing problems, occurrences, or conclusions that have really occurred physically, such as occurrences within an organisation or conclusions from a research inquiry.

- Which 7 report types are there? Picture of a report topic for academic writing What Are The Various Report Types? Reports that are informative.
- Informational reports are the first on our list of reporting categories, followed by analytical reports, operational reports, product reports, industry reports, department reports, progress reports, and internal reports.
- An academic topic is what? adjective The adjectival noun The term "academic" is used to refer to activities that take place in schools, colleges, and universities, particularly those that focus more on study and critical thinking than on practical or technical skills.

- What three categories of reports are there? image outcome Three common sorts of reports exist. Simple Reports.
- Detail reports, grouped reports, crosstab reports, and other simple table samples are the different types of basic reports. ... Search Reports.
- Reports on data entry. A excellent academic report is what? You must describe or analyse the series of steps you took to investigate a particular issue or phenomenon for an academic paper. Research experiment, survey, or other method results are presented and discussed in academic reports. Let's start with the four sorts of academic writing that are most frequently used: research proposals, dissertations, abstracts, and scholarly publications.

- Describe a formal report. image outcome A formal report is a piece of writing that evaluates data, draws conclusions, and provides solutions to issues.
- Formal reports are the outcome of extensive data collection and analysis. A basic report: what is it? Public health departments can receive findings from COVID-19 testing facilities quickly, easily, and for no cost via SimpleReport. Simple to set up and operate 100% free. works with any point-of-care test that is quick. upholds HIPAA requirements. is appropriate academic writing? Academic writing is focused, organised, brief, and supported by evidence.
- Its goal is to make the reader's comprehension easier. Although it has a formal tone and style, it is not difficult or call for the use of lengthy sentences or difficult language.

TOPIC 3: REFLECTION

- Exploring and analysing oneself, as well as one's perspectives, traits, experiences, behaviours, and interactions, is the process of reflection.
- It enables us to obtain understanding and determine how to proceed. Writing about reflections is a common practise, perhaps because it enables us to delve deeper and develop them more thoughtfully.
- Why is it vital to reflect? Instead of just doing things the way you have always done them, reflecting helps you improve your skills and evaluate their efficacy.
- It involves constructively challenging what you do and why you do it, then determining whether there is a more effective or better way to do it in the future.

- What role does reflection have in education? Regular reflection aids in learning, and with a few straightforward techniques, it may become a meaningful routine.
- We are aware that student learning is enhanced by reflection. It encourages pupils to grow and learn from their mistakes while supporting the growth mindset.
- What use does reflection serve? Dec. 16, 2013 image result The Benefit of Introspection. Learning becomes alive through reflection. Reflective practise aids students in finding the relevance and significance of a lesson and in drawing connections between classroom learning and real-world problems.
- It deepens understanding and forges new learning avenues.

- How may reflection be defined? image outcome Reflection of light refers to the occurrence where light strikes an item and bounces back off its surface. Examples: using a flat mirror to reflect.
- How may introspection aid in personal development? One of the best methods to spot areas where you need to improve, acknowledge areas where you've developed, and keep moving forward toward your personal growth goals is to reflect on your behaviour and attitudes.
- What is an example of reflection? image outcome When two different media come together at an interface, a wavefront might change direction so that it returns to the first medium, which is known as reflection.
- The reflection of light, sound, and water are typical examples.

- What is a simple reflection? Light or sound waves that have reflected off of a surface. 2: an image made by or appearing to be made by a mirror. 3: an incident that produces shame or blame It speaks to my sincerity. #4: carefully consider After much thought, I concurred. 5: a conclusion reached or a statement made after careful consideration.
- When light passing through one material reflects off another, it is said to be reflecting. Even if it is moving in a different direction, the reflected light still moves in a straight path.
- At the same angle that it strikes the surface, the light is reflected. The angle of incidence and the angle of reflection are the same. What is learning through reflection? When pupils reflect, they become conscious of their own thought processes and are capable of allowing others to see those. The "why" and "how" of the learning can be evaluated, as well as what needs to be done as a result. Self- or peer evaluation is easily followed by reflection.

- Before, during, and after a course is delivered, reflective teaching involves assessing one's fundamental assumptions about teaching and learning as well as one's alignment with actual classroom practise. When lecturing reflectively, teachers examine their methods critically and seek out examples of good instruction. In what ways do you see yourself? How to Reflect on Oneself Query your own deepest thoughts. Create a journal entry.
- Identify your feelings. Set objectives for yourself. Exert thankfulness. Put yourself in the right frame of mind to reflect. Be kind to yourself. one daily self-reflection. How do you make positive reflections? 8 Positive Ways to Maintain a Positive Self-Reflection Choose the appropriate setting.
- Set time limits for yourself to reflect. Keep in mind your accomplishments. Take notes on your reflections. Track your development.

- What ought to a reflection contain? The fundamental components of academic reflective writing establish a viewpoint or path of thought.
- Link your experience or practise to prior knowledge (theoretical or personal) to demonstrate your comprehension and appreciation of viewpoints that differ from your own. A reflection statement is what.
- image outcome Other evaluation styles will be accompanied by a reflection statement, which is a complementing task.
- Students are required to talk about how they came up with the associated assessment task for their reflection statement. Student reflection statements must include justifications for the choices they took.

TOPIC 4:PARAPHRASING

- Paraphrase Read the text and comprehend it. List the key points in your analysis. Look for the key concepts and key words/phrases. Modify the text's organisation. Rewrite the key concepts in full phrases.
- Verify your work. What is an example of paraphrasing? Contextualizing Sentences Giraffes may eat up to 75 pounds of food per day and prefer Acacia leaves and hay. A giraffe can consume up to 75 pounds of hay and Acacia leaves per day.
- Any journey to Italy should include a stop in Tuscany to enjoy the region's world-class wines. How should a paraphrase be written in writing?

- When is it OK to paraphrase? the time when You need to explain a brief paragraph from a book.
- Avoid using quotations excessively. When perfect terminology isn't crucial, you want to explain a point. What does the paraphrase sign look like? If a paraphrase appears inside a passage marked as a quotation, it will be enclosed in square brackets: []. With your initials, you may double-check your confidence. For example: "To be, or [an alternative - ag], that is the question."
What are two guidelines to remember when paraphrasing? 1. Original— instead of using the sentence structure, phrasing, or words from your source, your paraphrases should be written in your own terms. 2. Accurate – Your source's ideas, tone, and emphasis must be accurately reflected in your paraphrases.

- When an idea or point is more crucial than the exact words used, you should employ paraphrasing. When the words are complicated but the message is clear, you should paraphrase.
- It's important to keep the original sense of the text in mind when paraphrasing. Why is rephrasing preferable to direct quotation? Instead of using the author's exact words, paraphrasing enables you to focus on the concepts in the source materials that are most relevant to your term paper or essay.
- Additionally, you can use it to clarify difficult concepts and occasionally rework sentences to make them easier for your reader to understand.
- Reasons to paraphrase You can avoid overusing straight quotations by paraphrasing, which can also be shorter than quoting. You can better comprehend and consider the material you are paraphrasing by doing so.

CONCLUSION

- The conclusion of this module has made me to understand how to develop my paraphrasing my academic reports writing , how to organise the study,, how to reflect my self and other objects or communication or skills reflection based on any other subjects , how to become more efficiently and organise the task .

REFERENCE TAKEN FROM STUDENT HALL

- Uefap.com
- Ed-utopia.org
- Edubirdie.com
- Libraryleeds.ac.Uk
- Pressbuk.co.uk