

Study Skills Report

by Joshua H

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Reflection on Study Skills

L4 – Study Skills For Electronics – ACDA4021

Electrical & Electronic Engineering Degree Apprenticeship

Joshua H – Student Number: 2420839

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1. Presentation Skills

The author was tasked with creating a five-minute presentation about themselves, it covered many aspects of their life. The presentation included the main events in the author's life such as schools attended and jobs they had had. Furthermore, it contained information about the author's family, their likes and dislikes, the author's introspective thoughts on their positives and negatives, and their hobbies. The author's wish with the presentation was to create a light, fun overview of themselves not to be taken too seriously. The 10-Year Plan slide was left intentionally blank as a joke to the viewer; however, the author could talk about their plans: mainly completing the course and moving to Europe. All slides can be found in the Appendix.

The author found when researching presentation skills recurring themes in the best tips for a good presentation. These are the 10-20-30 rule, use of body language, active engagement with the audience, confidence, and stage presence [1][2][3]. The 10-20-30 rule is the idea that a presentation should be no more than ten slides, last no longer than twenty minutes, and use a minimum size of 30pt font. Using "your body language is crucial to getting your message across." [1] according to Wikipedia "nonverbal communication represents two-thirds of all communications." [4].

Once the author had completed the presentation, he received feedback from the assessor and a peer. He found the feedback to be helpful, stating that the author should take more time when speaking as it resulted in a rushed presentation but that the author spoke with confidence and was very clear. The assessor similarly pointed out that due to the speed at which the author spoke the presentation ended up falling quite short of the proposed five-minute mark. However, the assessor did comment favourably on the author's engagement.

For the future the author believes that to improve more work needs to be done on his rate of speech and chalks this down to a mixture of being nervous and having not practiced the presentation before hand. If he had practiced beforehand, he may have been less nervous and more able to gauge the time taken to complete the presentation.

2. Research on Professional Development and Skills

“Capable students at all grade levels may experience difficulty in school, not because they lack ability, but because they lack good study skills.” [6].

The author was prompted to research and discover what skills are necessary for success in both higher education and further employment. Generally, there are key skills for higher education including academic reading, writing and research, critical thinking, time management, and communication [5][6][7][8][9]. Dr Hermida agrees with the quote above arguing that a student's success at the university level is much dependent on pre-entry soft skills. Developing these skills early is very important for future work within the university setting as well as for future employment opportunities. For example, most universities require students to complete further reading on subjects discussed in lectures. Apart from academic writing, all mentioned skills are required for this task. Students must be able to effectively manage their own time to complete all reading assignments, as well as be able to understand the very text they are reading by having the correct reading level and critical thinking skills [9].

These skills allow students to fully engage with the work they are set and extra-curricular work they may be doing in their own time. Being able to manage their time effectively allows them to handle deadlines as well as their own lives, critical thinking skills will let them better understand the implicit meaning of texts and then be able to apply that within academic writing. Communication allows for collaboration within study groups or assigned partners and prepares them for the future world of work.

The overlap between study skills and soft skills in the professional environment is large. Having the ability to communicate effectively both in speaking and writing and being able to understand others is a sought-after quality in the professional environment [7]. Further, as of 2023 analytical thinking has ranked first, and on average 9% of all companies list it as a core competency [10]. Analytical thinking is sought after as companies look for employees who can analyse a problem effectively and implement a solution well. “Companies in every industry look for employees who can make the most of the time available to them on the job.” [11], time management is another key, overlapping, skill. Effectively managing time is important to employers as they want the most out of their employees, being able to use your time to be productive and efficient is a skill all companies look for [11].

3. Self-Evaluation and Action Planning

3.1 Self-evaluation exercises

The author carried out self-evaluation exercises online, ranging from personality tests to career questionnaires. The author had an idea of how these tests would go and what results they would get. They thought that they would score as highly extroverted, enthusiastic and creative, mindful of others and somewhat impulsive. They thought that the jobs they would be recommended wouldn't align with what the author is currently doing and would revolve around more practical, hands on, things like a trade or something physical. As shown in the results found in Appendix C through G, the author was somewhat correct however found themselves being labelled significantly more creatively than previously thought. They also found that professions close to their current job were recommended which came as a great surprise. The author was almost spot on with what results they would get from the personality tests however this may be due to the author having already done this sort of task before. The author does not believe the tests will affect them in the future as they view the tests to be far too reductive for anyone true personality.

3.2 SMART GOALS

The author aims to reduce their overdraft by paying the total debt no later than May 1st and will ensure that after every month they will have saved at least £200 which will, with a tax return, ensure they will be debt free. The author plans to achieve this by including the savings as a regular expense and giving themselves less per week.

The author aims to come back to the gym and get back to full strength after injury by June 1st. This will be done through training and dieting which the author has previously had experience with. The author defines full strength as pre-injury strength which will be measured on the metrics of incline chest press, squat, and single arm row. All metrics have been previously saved and are accessible, the time frame is more than enough given the author's previous experience.

The author aims to finish the degree with a first class. This will be achieved by attending all lectures, reading around the subject, and working with professionals in subject areas that the author has difficulty with. The degree will be finished in March 2028, the author will keep a record of their progress throughout the course and flag their line manager to direct them to help if they are not on track.

The author aims to have saved £20,000 by 2030. This will be achieved by a reduction in the author's outgoings due to insurance decreasing as well as wage increases, they will be able to save on average £4,000 pounds a year starting in May 2025 when the author will be out of their overdraft, and saving money. Furthermore, the author will have worked full-time in their role after the apprenticeship which will help dramatically.

The author aims to have moved to mainland Europe no later than 2035. This will be achieved once the author has the £20,000 pounds saved and has found a job. However, the saved money will not prevent the move if an offer is made beforehand. Any documentation or visas are not necessary as they hold citizenship in a country of the European Union.

3.3 Personal Development Plan

The author's long-term PDP was set with their line manager when they joined the company. It was to achieve a first-class degree after 4 years of university. Challenges to that goal include the fact that the author is relatively new to the subject, having not done A-Level physics or maths however working with a skills coach and relying on colleagues who are subject matter experts will definitely help the authors with any difficulties that they face. The author having completed a HNC alongside working a full-time job is confident that they will face little problems when it comes to managing their time, as well as this, the author has previous knowledge of report writing and other academic skills required for university. To further mitigate any problems, clear time has been set aside during work hours for the author in their PDP so that if the workload does become unmanageable the author has time set in writing to complete university assignments.

4. Application

Data security in the modern age is an important measure we should all take. Data is valuable regardless of who it relates to, storing and keeping data safe is a necessary action to take for anyone.

A data backup strategy used by the author is as follows:

- A variety of cloud-based services including Google, iCloud and SnapChat to store photos and videos of both materially important documents as well as personally important documents. These are all password and multi-factor authentication protected, and the passwords used are generated from a password manger to ensure no unauthorised access
- The author saves any documents on their main computer in two places, a 1 TB M.2 drive and a 128 GB external hard drive which is kept at a separate location. This hard drive is updated on a 6-month basis which is perfect for the amount of documents being created.
- Important documents for the author are generally physical, photos of these documents are usually taken uploaded to a cloud-based service and then saved to their main computer

This plan outlines a method in which data loss can be, with a large degree of certainty, ignored. The likelihood of all methods in this system failing are extremely low. However, the data is not safe from malicious actors who may wish to steal data. One way they can is through Ransomware, a type of hack which prevents the owner access to their own files and usually a demand or ransom is issued[Appendix H]. This attack is however unlikely as the author maintains good internet safety, ignoring spam, keeping devices updated, using a password manager and MFA [12]. Include internet safety measures the author maintains a robust backup system air gapped from each other which avoid relying on any one system.

5. Time Management and Self-Organisation

Time management and self-organisation are key skills to have to complete any goal. There are many methods to keep oneself organised and to ensure that their time is spent effectively. As shown by the authors self-reflection in the 'Self Evaluation and Action Planning' section the author does not respond well to lists of things to do nor do they find blocking their calendar effective. They view it to be a mismanagement of time, any time spent creating detailed and complex lists or plans could be spent doing the tasks the plan refers to. This view however is not absolute, referring to Appendix B, the author has any meetings for work and appointments as well as times blocked out for the gym and learning French. These are used as reminders with the gym and language learning sending notifications to the authors phone to remind them to do those things. Working in kitchens for a large portion of the authors life and being a full-time student whilst working full time to achieve their HNC has lent to their ability to ensure tasks and projects are completed on time or early. As the author now works full time and is a student part time, he views the time management needed as manageable without aids. However, if the workload changes as the author predicts it will, they have years of experience to fall back on as well as support within their organisation if time-management does become an issue.

6. Conclusions

In this module the author has taken a large audit of not only study skills but also their life. The author had never before sat down and thought about goals for the future, nor had they had a module in which they would need to look introspectively about their ability and actions for studying at university. This is due to the author having already found strategies which work for them during their time revising for GCSE's and A-Level's as well as completing two years of university prior to the

course they are taking now. That being said, the author feels that they did find use from the module and would have found the module to be extremely useful if they had just finished their A-Levels. The author hopes to be able to carry what they have learned in the module throughout their life, mainly the setting of SMART Goals but also the skill and process of honest introspection into the authors methods and future.

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Appendix

```

C:\Documents>tree /f
Folder PATH listing for volume OS
Volume serial number is BE5A-CF7C
C:.
├── Personal Docs
│   ├── Bank Statements
│   ├── E-Reciepts
│   └── Job Stuff
├── Pictures
├── TO SORT
├── Uni Docs
│   ├── Newcastle Uni
│   │   ├── Code
│   │   ├── Reports
│   │   └── Write Ups
│   ├── UWTSD
│   │   ├── Maths
│   │   ├── Study Skills
│   │   │   ├── Josh.pptx
│   │   │   └── Reflection on Study Skills.docx
│   └── Workshop Skills
│       ├── Book1.xlsx
│       ├── PCB Design Top layer for power.docx
│       └── Workshop Skills Logbook.docx
└── Work Docs
    ├── Arduino
    ├── Data Sheets
    ├── Excel Data
    ├── PCBs
    ├── Pi
    └── Write Ups

```

A

B

← Today → 20-26 January, 2025							
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
20	21	22	23	24	25	26	
7							
8							
9							
10		Catch Up With Line Manager					
11							
12							
13		Meeting With Joe		Stand Up			
14	Progress Review Interview/Team Meeting Self Review						
15							
16							
17							
18							
19	2 nd Open	2 nd Open	2 nd Open	2 nd Open	2 nd Open	2 nd Open	2 nd Open
20							
21	French Practice	French Practice	French Practice	French Practice	French Practice	French Practice	French Practice
22							

C


Your Results
Personality Types
Teams and Practitioners
Resources
Log In
Unlock full results

Your personality type is:

Campaigner

ENFP-A



D

Your top matches

Retake the quiz



Biological Scientists

NATURAL SCIENCES

Sign in to see more details



Mechanical Engineers

ENGINEERING

Sign in to see more details

E

Results summary

Your results from the IPIP Big Five Factor Markers are in the table below. The table contains a raw score and also a percentile, what percent of other people who have taken this test that you score higher than.

Factor	Factor label	Raw score	Score percentile
I	Extroversion	86	86
II	Emotional stability	81	81
III	Agreeableness	66	66
IV	Conscientiousness	12	12
V	Intellect/Imagination	70	70

Big five personality trait scores calculated by openpsychometrics.org

E

These are the results of the **Fisher Temperament Inventory**. The FTI measures the expression of four temperaments, each of which are presumed to be caused by a specific neurochemical system in the brain. Scores on its four scales range from 0 to 43.

Temperament	Associated neurochemicals	Your score
Curious/Energetic	dopamine, norepinephrine	30/43
Cautious/Social Norm Compliant	serotonin	17/43
Analytical/Tough-minded	testosterone	22/43
Prosocial/Empathetic	estrogen, oxytocin	28/43

Temperament description

Your answer profile matches most strongly to the **Curious/Energetic** temperament. This temperament is dominated by the neurotransmitter dopamine, which is responsible for driving humans to seek reward or pleasure. People with this temperament are optimistic risk takers. They can be impulsive and hate boredom. They are curious about new experiences and can be quite outgoing.

G

Your result

Manual Labor

You like the sun on your back and your shovel in the dirt, it seems! Ignorant people think manual labor is the lowest form of work, but you know the satisfaction of building things and using your muscles. Manual labor can demand plenty of intelligence and creativity too, if you have the right job, and how would anyone manage without you?

Some ideal jobs: logger, trucker, construction worker, firefighter.

H

Ransomware Report

L4 – Study Skills For Electronics – ACDA4021

Electrical & Electronic Engineering Degree Apprenticeship

Joshua H – Student Number: 2420839

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Introduction

Malicious software or malware refers to a program which gains unauthorised access to a system. Cybercriminals use malware for various goals ranging from stealing

customer data or passwords, disrupting business operations, causing financial harm or cause hardware and system to be replaced [13]. This document will outline strategies for prevention, detection and removal to help create a comprehensive cybersecurity plan for a business.

What is Malware

Malware is a program used by cybercriminals to gain access to a system. There are many types of malware, including but not limited to viruses, worms, trojan horses, spyware, fileless malware and ransomware. This document will focus on ransomware, its transmission methods and the problems it causes.

Ransomware effects a system by preventing access to systems or files, the cybercriminal then demands a payment to allow the user to regain access. Ransomware can gain access to a system in a few ways: through a user clicking a 'phishing' or malicious link usually found in an email or website; even visiting an unsafe or suspicious website; through a user downloading an attachment from an email or website [14]. There are three main types of ransomware scareware, screen lockers and encrypting ransomware. Scareware is designed to scare a user paying a ransom, files are not encrypted but the user is prompted constantly to pay a fee. Screen lockers are programs which lock you out of your computer completely until you pay a fee, these are significantly more malicious than scareware attacks as screen lockers generally require the user to load a backup and accept some level of data loss [15][16]. Encrypting ransomware is malware which encrypts files and demands a ransom for the decryption key [3]. This is the malware most companies are affected by [17].

Impact of Ransomware

WannaCry is a ransomware program that deeply effected the NHS in 2017, 34% of trusts were affected and a greater percentage of services were disrupted as precautionary measures were taken like taking "their email offline to reduce the risk of infection" [18] however the attack still caused delays and cancellations to surgeries and appointments [19]. This is an example of how effective an attack can be against a large-scale organisation which have become lax on their cybersecurity measures. If the NHS were a business then loss in customer trust as well as disruption to service could have seriously impacted profits and future investments. However loss of capital is not the only impact of ransomware, WannaCry for example threatens the effected user with deletion of encrypted files which could effect customers or company data. Further, the mental toll taken by those effected and those who may have inadvertently allowed the attack to begin.

How to Mitigate Malware

- "1. Pay attention to the domain and be wary if the site isn't a top-level domain, i.e., com, mil, net, org, edu, or biz, to name a few.
2. Use strong passwords with multi-factor authentication. A password manager can be a big help here.
3. Avoid clicking on pop-up ads while browsing the Internet.
4. Avoid opening email attachments from unknown senders.
5. Do not click on strange, unverified links in emails, texts, and social media messages.
6. Don't download software from untrustworthy websites or peer-to-peer file transfer networks.
7. Stick to official apps from Google Play and Apple's App Store on Android, OSX, and iOS (and don't jailbreak your phone). PC users should check the ratings and reviews before installing any software.
8. Make sure your operating system, browsers, and plugins are patched and up to date.
9. Delete any programs you don't use anymore.
10. Back up your data regularly. If your files become damaged, encrypted, or otherwise inaccessible, you'll be covered." [19]

Study Skills Report

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

69/100

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ENGAGEMENT WITH LITERATURE

 A good range of relevant sources cited **70**

KNOWLEDGE AND UNDERSTANDING

 Good general K&U, but more specific reference to research material in ALL sections would have helped gain a higher mark here **68**

COGNITIVE AND INTELLECTUAL

 A good level of analytical reasoning demonstrated. **72**

PRACTICAL APPLICATION

 Some good evidence of tools and techniques used for time management and productivity. More formalised SMART goal action plans should have been presented though. Evidence (4 slides) of the presentation also seem **68**

to be missing? (read the brief and include EVERYTHING requested!)

TRANSFERABLE SKILLS



Well written, although as its a report, not an essay, maybe more use of lists and bullet points would have been good instead of overly large paragraphs.

Could have used the

1.1

1.2

Layout style, with more individual sections than what was implemented.

See the exemplar on moodle for an example on how to improve the overall layout.