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1.INTRODUCTION

In this report I will discuss about my personal virtual learning experience with University of Wales, Trinity Saint David. I am going to explain what I've learned so far, giving a detailed description about 4 topics whose we have faced during the first term in my course, sharing my feelings, my difficulties, the things that I've really loved to do and what I didn't enjoy, using a reflective method named "Gibb's". I will talk about positive aspects and negative points about the Online Learning, which looks like it is going to be more and more present in the modern student's life.

2.GIBB'S CYCLE (1988)

Gibb's reflective cycle is one of the most popular model of reflection which is based on six main points:

- Description
- Feelings
- Evaluation
- Analysis
- Conclusion
- Action plan

The first part is the "description" which consist in explaining the experience that you want to talk about, and responds to questions like: what happened, when and where, who was involved, what did you do or what other people did, why.

The second part of a Gibb's reflective system are "feelings" and is more concentrated on what you have felt in a specific situation, before and after the latter, what other people may feel in the same experience, what do you think now about that situation.

The third point is the "evaluation". This is where you can evaluate what worked in the situation and what didn't, trying to be as accurate and honest as possible to get the best out of the reflection, focus on both the positive and negative aspects of the situation.

The fourth point is the “analysis”. You have a chance to make sense of what happened at the evaluation stage. You've been focused on the specifics of what occurred in the case up to this stage and now you have the opportunity to make sense of it. You should focus on the various things that went well or badly and why. Why the things went well or why not? What is the sense of all of this situation? What could help me to understand this experience? These are some of the main question which you could answer.

The fifth part is the “conclusion”. Here is where you can give your thoughts about what happened, summarising what you've learned and saying how your actions could change the results in another similar episode later on. What did I get from this? Which abilities I need or other people need to make sure that this situation will be always well managed? What could I have done more to make it better?

The last part is the “action plan”. This is where you plan what you will do better in a hypothetical scenario that is close or related to the one that you're talking about. It's also good to consider how you'll assist yourself with doing accordingly, so that you don't just plan what you'll do differently, but also how you'll make sure it occurs. In the same situation what would I make in a different way? How can I improve the skills that I need? How can I be sure that next time I will make it better?

The reason why I've chosen Gibb's method rather than Kolb's or Driscoll's model, is because I love to expose 360-degree what I've felt in a specific situation, exposing my feelings and my thoughts, analysing my personality and questioning myself, in doing so I can where my weaknesses are, my strength and my concerns, working on them and developing my personality and the way I face my obstacles.

3 TOPIC CHOSEN

Now I will expose 3 topic that I wanted to insert in my report, because I repute them the most significant lectures for me and they are:

- Time management
- Paraphrasing
- CV Writing

3.1 TIME MANAGEMENT / ORGANISING STUDY

The technique of planning out available resources and minimising the amount of time expended on specific projects is known as time management. Some may have a better time managing their time than others, but creating habits will help everyone improve their time management skills. Time management is crucial because it allows you to schedule your workday so that you can improve your experience while maintaining a good work-life balance.

You will devote more time and thinking into your job because you aren't always rushing to reach a deadline. Time scheduling allows you to plan your projects to ensure that you have enough time to finish each job. When you're not trying to do anything before a deadline, the consistency of your job improves.

Analysing my personal experience in terms of “Time Management”, has been a bit hard for me. I totally changed my life last September when I left Hospitality Services and I chose to start my university journey. I have been employed in a fitness company with a part time

contract and I started to have more time to dedicate at studies and my private life. At the begin I tried with a single alarm in the morning but then I realized that to get the best from your time every day, you need to schedule your daily activities using a proper time management system. I sorted out with an amazing application on my phone called Google Calendar, which allows you to put an alarm every single minute of your day to schedule your activities at certain time.

Doing so I've been able to manage my time and dedicate the begin of the week (Monday-Tuesday) to University and the rest of the week, working and after my shift going to train a bit, studying a bit and doing my hobbies.

I think school in general is giving you a lifestyle that you have to follow otherwise you'll be out of time on lessons and studies. When I made the choice to start this course, the first thing that I've done was cutting my hours at work, and later requesting a part time job. I literally got ready for the tough moments when I need to have a sit and think about school without thinking about work. I just put activities on my calendar and I optimize my time every day, and it allows me to do more activities like martial arts twice per week. What I've learned from this experience is that you don't need to spend too much time at work, but you should focus on opportunities around you, where you can manage better your time without the concerns to go back at work and get stressed 5 days per week. I understood that is better to earn less money working part time, but gaining in health and time for yourself.

3.2 PARAPHRASING

Using your own order to describe another person's message or thoughts is known as paraphrasing. The key points must come out as a paraphrase, but the language must be your own. Is a sentence that contains your own reinterpretation of essential information and ideas that others have conveyed, presented in a new way. Reread the initial passage until you fully comprehend it.

Place the original aside and jot down the notes on an index card.

Make a note with a few words below the paraphrase to help you remember how you want to use this content later. Write a key word or phrase at the top of the note card to signify the topic of your paraphrase.

Compare the version of the original to ensure that it correctly communicates all of the important facts in a different format.

Use quotation marks to describe those one-of-a-kind terms or phrases you've plagiarised word for word from the source.

Some steps to follow to write a good paraphrase are:

- Reread the initial passage until you fully comprehend it.
- Place the original aside and jot down the notes on an index card.
- Make a note with a few words below the paraphrase to help you remember how you want to use this content later. Write a key word or phrase at the top of the note card to signify the topic of your paraphrase.
- Compare the version of the original to ensure that it correctly communicates all of the important facts in a different format.
- Use quotation marks to describe those one-of-a-kind terms or phrases you've plagiarised word for word from the source.

Regarding my personal experience, the lecture "Paraphrasing" has been an interesting lesson for me. I think all of us want to learn as much as we can, knowledge is always more fascinating than everything else on this planet, and the best solution to learn as much as you can is paraphrasing. I really enjoyed having a guide to follow to analyse a specific content, article, announcement, and more complex text. I enjoyed using a lot of sources to see

different points of views, when differently in the past, I use to check just one website to do my research. I appreciated to make a proper research to get several information about a topic and putting them together, using a proper system to reference the original authors, where you can basically use their information provided online, but with the obligation to cite them at the end of your report. I consider this a modern and social way to share information between students and readers, and to involve people checking different sources- I think this experience left me an important knowledge that I will need in the future for my studies when things will be harder at Universities and reports and research that I will need, won't be so easy and quick like this year. I am very satisfied about this online course, that is definitely improving my skills on doing academic research.

3.3 CV WRITING

A CV gives internship programmes, clients, and/or institutional promotion and tenure boards a chronological account of your career. A curriculum vitae (CV) highlights your educational background, skills, memories, and achievements (academic, scientific, teaching, and clinical). It's a living text that demonstrates the evolution between experience and skills for a specific audience. This extensive account of your career is a one- to two-page text, as opposed to a résumé, which details your knowledge and skills in a one- to two-page file.

With a resume, a cover letter is usually needed.

Your CV should show how you have a unique quality of expertise and experience. Include examples of business success, problem solving, and management victories. The font and style you want are critical in ensuring that a potential employer reads the rest of your CV. Simple formats are the most efficient. Determine who your CV is intended for and tailor it to show the appropriate facets of your background for them. Errors must be avoided at all times. This includes misspellings, dates that contradict, and an incorrect email address and phone number.

On my own opinion the "CV Writing" class has been important for me. It should have been important for all of us students present in the class. Writing a curriculum vitae is relevant in your life, everyone should know the most important steps to follow and write down a good resume. I have been working in bar and restaurants for so much time that I never had the real need to work on my CV because once you're in that business you can find job easy, just with a word of mouth, and I kept uploading my cv from time to time, but didn't pay attention to some important details like the ones I got from this class. If I have to be honest in the end, I've never had Microsoft Office before, I've always arranged my documents with free programs, but now thanks to my university, I can get the full Microsoft Office pack for free. This will be really helpful to write a good resume, I will definitely increase my chance to be called for an interview.

4.CONCLUSION

To round off this report, I would say that virtual learning is a smart thing, and has been interesting to learn some activities from home, from your comfort zone, with no need to wake up so many hours earlier, you don't have to waste your time on transport because you only need to turn on your laptop and you're at school!

All of this sound so amazing and futuristic but, if I have to be honest, has been so anti-social to attend class in front of a screen. It has been so individual, when the school target is to grow up minds with a groupthink, but actually there's no group for me, is an individual session, is just you and your computer. I've been missing the "class" concept, the physical thing. On giving my Power Point presentation has been very cold, to talk with a teacher but through a screen. There was no chance to watch someone in his eyes, but we have been requested to watch the camera, and for me was a weird situation. In terms of actuality, let's say that it was very helpful like an emergency case due to restriction for Covid-19, but I really can't wait to be in a live class, I will be for sure more involved in a student contest.

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