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ACADEMIC AND EMPLOYABILITY SKILLS

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In this report, I will introduce the “**Gibb’s Reflective Cycle Theory**” (1988) most relevant, comprises of initial experience, description, reactions, evaluation, analysis, conclusions and personal action plans for the following topics.

- 1/ Time Management / Organising Study
- 2/ Paraphrasing
- 3/ Online Learning Experience

1/ Time Management / Organising study

Time Management involves not just keeping your paperwork tidy and your desk clear, but a whole way of working that underlies all your actions and interfaces with all facets of your job(Forsyth, P. 2013)

It is a simple pattern of thought and behaviour which is based on one’s beliefs, attitudes, intentions and commitment. Time management practice goes beyond stating facts and proving concepts. It involves changing attitudes and behaviour patterns. The most important thing when it comes to time management and improve productivity it is not a trick but simply change of mind or mindset. Time gone cannot be recovered.

ADVANTAGES OF TIME MANAGEMENT

Time saving when stick to tasks planned

Implement what has been planned whether intangible things (e-mailing or writing report) or tangible (moving things around physically) they may be major or minor.

Increased work output

Prioritise all the main and important tasks

Effective functionality must be maintained

Monitoring and control may well be necessary to ensure things are being done in the best possible way and bringing the desired result

Stress is reduced once properly planned

Self discipline should be maintain throughout the tasks.

Do promised work.

More quality work is done.

Complete prioritise task.

Plan well over night before.

My initial experience was that, not realising the importance and serious effect of time management and properly structure organised study by doing unplanned reading and family interference or perhaps because of misunderstanding the word time management as normal every day word say without any substantial gravity behind it before.

In description, now I have been lectured on them in class and did lots of practical works, readings, citing and referencing then examined by my lecturer ensuring that I gained properly understood, which already gained certainly any real progress with time management needs a plan. This must be in writing and must be reviewed and updated regularly; for most people this means a daily check. It is thus what is sometimes called a rolling plan. Not only is it updated regularly, it provides a snapshot of your workload ahead at any particular moment. At its simplest, such a plan is just a list of things to do, It may include daily or weekly plan as seen here.

Below is my weekly personal time management/organised study plan taught in class.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
07:00 HRS	WAKEN UP	WAKEN UP	WAKEN UP	WAKWVN UP	WAKEN UP	STILL SLEEPING	STILL SLEEPING
08:00 HRS	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	WAKEN UP	WAKEN UP
08:45 HRS	CHILD TO SCH	CHILD TO SCH	CHILD TO SCH	CHILD TO SCH	CHILD TO SCH	BREAKFAST	BREAKFAST
09:00 HRS	CLASS	STUDY	STUDY	STUDY	STUDY	HOUSE JOB	CHURCH
10:00 HRS	CLASS	STUDY	STUDY	STUDY	STUDY	SHOPPING	CHURCH
11:00 HRS	CLASS	STUDY	STUDY	STUDY	STUDY	SHOPPING	CHURCH
12:00 HRS	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
13:00 HRS	CLASS	RESTING	RESTING	CLASS	RESTING	WITH FAMILY	WITH FAMILY
15:00 HRS	PICK UP CHILD	PICK UP CHILD	PICK UP CHILD	CLASS	PICK UP CHILD	WITH FAMILY	WITH FAMILY
16:00 HRS	RESTING	RESTING	RESTING	CLASS	RESTING	WITH FAMILY	WITH FAMILY
18:00 HRS	WITH FAMILY	WITH FAMILY	WITH FAMILY	WITH FAMILY	WITH FAMILY	WITH FAMILY	WITH FAMILY
21:00 HRS	STUDY	STUDY	STUDY	STUDY	STUDY	WITH FAMILY	STUDY
MID NIGHT	TO BED	TO BED	TO BED	TO BED	TO BED	TO BED	TO BED
		TIME MANAGEMENT/ORGANISE STUDY PERSONAL					

In my findings, having experience the importance of managing time and organising my study schedule I now questioned myself why taken so long to get the real fact and understanding. But however, having been taught I have significantly developed my knowledge of time management /organising study as shown above.

In evaluating, this skill will be essential to me as a practitioner because it is of daily usage throughout the rest of my course.

On analysing, the knowledge gained presently makes me feel more confident unlike previous none experience. Scheduling and organise planning has well been understood.

2/ PARAPHRASING

When you paraphrase, you use your own words to express something that was written, spoken or taken from a passage by another person putting it into your own without changing its meaning (Courtney, G. 2018).

PURPOSE OF PARAPHRASING SKILLS

It helps to understand easily the passage that you may think difficult by using your own words.

By giving expert the evidence for a point that which you are making in an argumentative essay presenting an opposing point of view that one wishes to refute,

Adapting the language of a report to your target audience (if it is difficult to understand), or change the register of the writing (from formal to informal).

It prevents unnecessary repetition and plagiarism when writing an essay.

Similarly, when you formulate someone else's own ideas in your own words you have to rewrite a passage without changing the meaning from the original text.

Alternatively paraphrasing can be equal to quoting, whereby you copy someone's exact words and put them into quotation marks. In academic writing, instead of quoting it is better to paraphrase, because it is a much better way to show that you have understood the source of information which makes your work more original.

Every time you paraphrase, it is important to cite the source otherwise you could be risking of committing plagiarism so you have to use words that are not so near to the original words must be carefully used.

POINTS TO BE NOTED WHEN PARAPHRASING

Make sure you read the passage several times so that you fully understand the meaning.

As you are reading through passages note down key words.

Carefully rewrite your own version of the text without focusing at the original.

Use synonyms compare your paraphrased text with the original passage and make minor adjustments to phrases that remain too similar.

Cite the source where you found the idea.

Break the information into separate sentences.

Change the structure of the sentence.

Initially, no experience and knowledge of paraphrasing or even how to use it in making sentences only heard of it from others saying as normal word usage.

In description, having been taught the meaning, using paraphrasing techniques, synonyms, changing word order from active to passive, organising, citing and referencing by using the Harvard Referencing Handbook, I now have significant understanding in paraphrasing. In addition, several class work was done including assignments then checked for any necessary correction to be made.

My findings on this topic however, I have sufficiently improved my knowledge in paraphrasing because adequate lectures and class written exercises already done.

In evaluating, it is of great importance being taught and learnt by me the use of paraphrasing techniques that was never understood from previous experience, now with the understanding I can make good use constantly.

On analysing, no knowledge previously due to lack of understanding but now having being taught and the confidence gained presently makes me feel more improved.

3/ Online Learning Experience

Online learning is associated with the provision of electronic content available on a computer/mobile device. It might involve the use of the internet, but the use of a web browser is optional.

The term online or virtual learning is defined as “a synthetic, spatial (usually 3D) world seen from a first person point of view. The view in a virtual environment is under the real-time control of the user” (La Viola, Jr., K. et al, 2017, p. 8).

This system in educational technology is a platform for the digital aspects of courses of study, usually within educational institutions. They present resources, activities and interactions within a course structure and provide for the different stages of assessment. In addition, for delivering learning materials to students via the web mostly, schools, colleges, universities and training providers as their classroom and also students' assessment, tracking and enhancing digital experience.

This digital technology has empowered these business platforms which has remove barriers of time and space and employing smart, sophisticated software tools that connect users more precisely, speedily and easily than ever before, are producing miraculous results and claiming a large and growing share of the economy in every region of the world today. Classrooms live online, mentoring and e-Learning all in one place.

The virtual environment is ultimately a simulation of the real-world environment where the inclusion of computer-controlled avatars and communication channels enhance immersion and educational capabilities through the creation of an interactive environment to enhance the learning experience (Eschenbrenner, N. & Siau, 2009).

Initially my experience was web-based course by accessing a web browser for learning whereby the educational institution will e-mail pamphlets combined with questions relating to the particular topics to be resolved or answers. After all questions are answered they are mailed back through web-based sites.

Similarly, exams will be set online to be done at a particular given time after which the screen or monitor will give information of exact finishing time and then go blank that is the end of session very tedious and frustrating by then.

This type of online learning experience from a distance; in other words, the participants are physically separated because instructions are provided to a person who is learning in a place and at a time different from that of the teachers and the other learners (Kehrwald, B. 2008. P 89-106).

In description this learning experience has developed computers and smart mobile phones based technology by the introduction or embedded application software to connect people near and world-wide to communicate orally and visually through the use of internet connection.

The use of Microsoft teams is a power application which has many tools built in to communicate virtually and this is what my university uses for delivering lectures remotely from distance, class works, assignments downloads and submissions, questions and answers instantly, live class presentations and also instant general and personal messages to students and lecturers. Organised group meetings held by students on this platform for course work and live presentation practices.

In addition, class work can be done at the same time seen by both parties by the use of Moodle which is a special powerful tool embedded in Microsoft teams mainly for educational purposes used by my university.

By using this Moodle I was able to access the library where I can get my learning resources by reading online E-books, journals, brows and request for hard copy books, also download articles needed for my studies. Alongside this, there is another tool called Student's Hall, I always access it to get information relating to my course of study, about various departments in the university and contacts, how to use Turnitin to submit completed assignment and date of submission.

According to my findings, I have learnt many more ways access these online learning tools because one can see, know or recognise and talk directly to each other at the same time while teachings or lecture is been delivered by lecturer and absorbed by respondents. Similarly, instant class work is seen and read after which feedback is given to students.

On evaluation, although it is a virtual learning experience the job is been delivered but there are times the internet connections are not stable or even lost of signals so learning can be very weary and challenging.

If I could analyse now, having leaned and taught several times on this platform my understanding and skills has significantly developed about online learning experience because of my daily involvement throughout the term even though it was a daunting task undertaken for this course at this difficult global crisis era.

In conclusion, this Module Academic And Employability Skills already gained I will pursue with the remaining modules to the end attaining my goals or objectives as a university graduate or degree holder from this University Of Wales Trinity Saint David.

My personal action is that whatever additional training in future pertaining to this course within or outside by working harder and willing to take any challenges because of self confidence to carry on anywhere and everywhere.

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