



Module: Academic and Employability Skills

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Assignment Title: Reflective writing.

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Introduction

This course is about reflection on academic and employability skills. This report contains a presentation which focuses on career based academic skills and employability skills requirement. Various aspects of academic career and professional career are discussed in this report. For my career life, i would prefer to choose my career in Travel and Tourism Industry. This report contains reflective analysis whereas I use Driscoll reflection model. According to this reflection model, I described four crucial skills such as time management skills which is very important in personal as well as professional life. Moreover, academic writing skill which is mostly important in academic career and profession also. Then CV writing skills which I have learnt and prepared my own CV attractively for increasing self-confidence of mine. Finally, online learning which plays the most significant role in this pandemic period is described. This report is all about my reflection assessment whereas I have included my career goals and skills.

Driscoll Reflection Model:

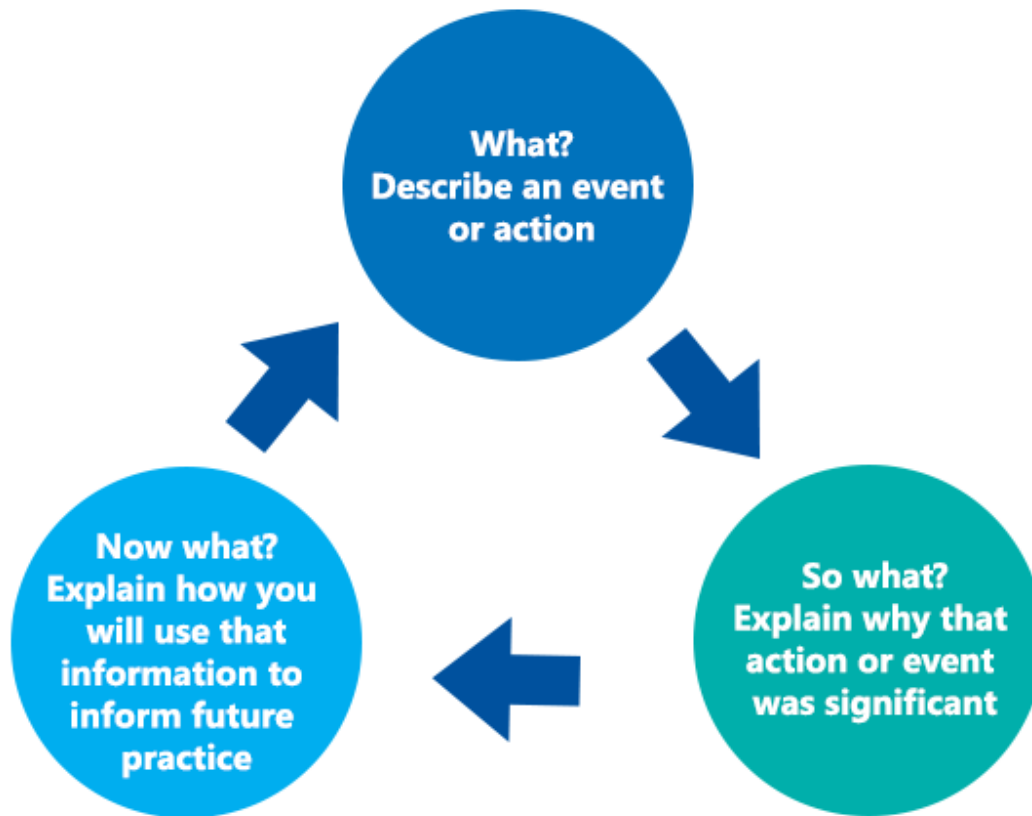


Figure: Driscoll Reflection Model

Source: (Driscoll, 1994)

Driscoll reflection model is a reflection framework developed by John Driscoll in 1994 which is designed based on three stem questions such as (a) What? (b) So What? and (c) Now What? This model is developed to help the writer whenever they write reflection. This model provides a specific guideline for to the author. This model has three stages and each stage has separate guidelines (Gulisashvili, 2020). The three stages provide a complete information regarding any task. For instance, the first stage provides the complete idea of what is going on and the second stage provides the learning experience

of the task and the third stage provides action reflection of the task or event. Here the brief of three stages of Driscoll reflection model:

Stage 1:

It provides the complete structure of reflection by following questions:

- Brief discussion of experience
- How was the feeling?
- What did you do?

Stage 2:

It also provides the complete structure of reflection by following questions:

- How was the feeling at that moment?
- How you react with that incident?
- How is the feeling now about the event?
- How the event influence on the present experience?
- Is there any other involved with this incident?

Stage 3:

It also provides the complete structure of reflection by following questions:

- How you perform the situation?
- What are the learnings from this experience?
- How you manage the situation?
- What are the current benefits of that experience?
- How do you prepare yourself for the next?

Time management:

What?

Time management is the process of doing anything in proper time. Through studying this course, I have learnt about time management (Murray, 2010). It enables me to work smartly. Effective time management helps to perform my job in time. In this process, important works are done effectively and efficiently. It can be used in all sectors like corporate life, student life etc. Before studying this course, I knew less about time management and had to face some problems. Now I know about it and utilize it in every sphere of my life. As a student, if I do not manage my time I can never progress. If I continue to manage all my work timely, I will be benefited academically and professionally. Also, my working level will be high that will take me in the path of progress.

So What?

Time management is the most important thing. Working without fixed aim will hamper the work. Time management develops many other qualities in me. It makes me focused, confident, organised etc. Time management enables me not to work hard but to work smartly so that I can save my time. If I follow effective time management, I can deliver my task on time. As a student, I have to do different academic tasks (Lingen, 2016). Time management will enable me to do qualitative work. It increases my productivity and working efficiency. It reduces anxiety and stress as I do all my tasks timely. It will improve my future opportunities.

Now What?

Time management is the process of balance. It is important for every person in the world. If I can balance my work within time, I can develop my lifestyle. It is important to cope up with every situation whether it is good or bad. I have learnt this skill and am able to manage my time effectively and efficiently. This skill increases my confidence as well. I have already started to balance my academic tasks and try to complete them in time. After following these, I have secured a good position. I will definitely apply this future to secure a better life.

Academic writing:

What?

Academic writing is an important task for any student as it represents the thoughts and ideas of the student like report writing, assignment writing, empirical fieldwork, research in a fixed topic etc. Through academic writing I learn how to write in the best way that will convince the reader that I understand what I am talking about. There are mainly four types of academic writing. They are critical, descriptive, persuasive and analytical. Each type of writing has fixed purposes and language features (Sugiharto, 2015). As a student I started my academic writing on school level. Academic writing provides me a clear concept regarding any academic writing such as descriptive, analytical, critical and persuasive as well. Through these I learn to analyse from reading. Day by day my writing skills developed and now I can write more accurately. It improves my spelling and structure of a language. My course tutor teaches me how to write academic writing and its impacts in practical life.

So What?

As a student, academic writing is very important to secure good results. It allows me to represent my understanding and ideas. It helps to think analytically. If I think critically, I can analyse anything easily. To develop academic skill as well employability skill, this skill adds my knowledge in this regard. It increases mental strength and self-confidence. When I want to represent any complex subject, I definitely find the way how easily the reader can understand the topic. It enhances objectivity and critical thinking. It enhances professionalism which allows me to feel professional and makes the entry to my career. Academic writing generates ethics of work. Unethical sources of data must be prohibited (Sugiharto, 2015). It improves my presentation skills. As presenting thoughts are the main purpose of academic writing.

Now What?

Academic writing acts as a tool of communication which represents acquired knowledge on a fixed topic of study. It helps students to analyse, think critically, focus on writing technique, represent understanding etc. Some complex subjects are difficult to explain.

Academic writing will help me to use correct phrases as well as styles and present the information penetrable to others. It helps me to think from a different perspective. I have also learnt to analyse information from different viewpoints and write them on the basis of my understanding. It helps me to present my topic. Thinking objectively and critically is a useful skill. It helps me in real life. It helps me ethically because collecting information from real sources is very important. I will understand which sources are best for accurate information that will help me later. All students should understand the importance of academic writing. I will be benefited by it in every sphere of my life. It will give me many opportunities in future.

CV (Curriculum Vitae) writing:

What?

Curriculum vitae is one of the crucial things for the job seekers because it is a written evidence of achieved skills and knowledge. CV is a dynamic thing which needs to update after a certain period on a regular basis. Especially for job seekers, every time they need to update their CV according to job position (Fukuyama, 2019). CV creates a positive impression on the employers' mind when they find a standard CV. CV writing is a skill which I have learnt from my course tutor. My tutor teaches me the importance of good CV writing. It increases my employability skills which help to get a good job.

So What?

Curriculum Vitae is a very essential part for job seekers as it contains the necessary information regarding the candidates. I am trying to develop my CV according to my teacher's instructions because I want to impress the interviewers with my CV. Every year so many graduates drop their CV to get a job. But most of the candidates are eliminated due to unattractive CVs. This is a great approach to reach my target audience. Through this module, I understand five crucial factors that make the CV more attractive and informative. First one is the structure of CV whereas the key terms are differentiated by bullet points. Inserting accurate and relevant information, using keywords congenial to

the job description, visual appearance and finally spelling and grammar are the most important factors of a CV. I have learnt about CV writing effectively.

Now What?

Though I have achieved this skill, now I can produce a standard CV of mine which will be more colourful and attractive. It increases my confidence level because I can prepare a CV with proper structure, informative, and visualisation. It will help to make me a suitable candidate in my profession. I will follow the instructions of preparing a good CV and apply it in my professional life.

Online learning experience:

What?

In module Academic and Employability Skills, I have learnt many skills such as online learning which is one type of learning that takes place over the internet. The word 'Online learning' is also known as e-learning. The main purpose of online learning is to reduce distance. As a student, I can learn anything in my own time according to my own schedule from online learning. Written content, recorded lessons and collaborative online learning software make it easy. Coursera, Udemy, Udacity, linked in, Harvard Extension, Stanford and many other sites are on the internet which offer 15000+ courses for learning. Some of them are payable, some are free for all. In this course, I have learnt how to perform online learning courses and my experiences also (Wu, 2016).

So What?

Online learning platform is the most effective way to learn. It gives me a large platform to choose my preferable course. I can learn according to my choice. Online learning is very flexible so that I can communicate with any of my instructors easily. I can easily get feedback from my instructor and ask questions. Online learning is more cost effective than traditional learning. It gives opportunity for concentration as I can study anyplace. Online exams and quizzes have an immediate scoring system. I don't have to wait for my score. It gives opportunity to work while studying. As I can study in my off-hour. It develops

accountability and discipline. Online learning improves my communication skills. To complete my course, I have to communicate with my instructor and virtual etiquette will help me in my professional life. Some of my instructors take live classes. Sometimes technical issues create barriers. Some courses need practical practise. Online system does not offer practical practice which is a great loss. Some courses are difficult to understand and make me bored. Through this course, I can develop my technological skill.

Now What?

For the pandemic Covid-19, people are staying at home where online learning has no alternative to gain knowledge. Though online learning has many advantages, it has some disadvantages. Because of the pandemic Covid-19 my academic courses are taking place on an online system. If I feel a problem on any topic, I can ask frankly. It gives me the opportunity to communicate with others. Online platforms give me a great chance to use my time (Cook, 2021). It helps me to develop my skills that will help me in my professional life. At the time of learning, I have to do assignments, reports etc. For them I have to collect information online. That will help me in my professional life. Technical skills will also be important for every sphere of life. Through Online learning I have already fluency in technical work. This course will be effective in my academic and professional life.

Conclusion

This report is divided into two part; one is presentation based on my intended career and another part is reflection writing. I have completed both of the two parts completely with proper analysis on academic and employability skills. This report contains reflective analysis whereas I use Driscoll reflection model. According to this reflection model, I described four crucial skills such as time management skills which is very important in personal as well as professional life. I have achieved so many things through this course. I will apply all learning in my practical life.

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