

Report

ACE Practical Portfolio

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Introduction

Reflection can be defined as documentation of the responses of an individual on analysis of the experiences, events and situations. It is an important practice as it helps an individual to realise the things that went wrong and it also enables them to develop plans to overcome those mistakes in the future. According to the insights of cam.ac.uk (2022), it is considered an important aspect of the study, work or daily life. Analysis of the experiences and events through reflective writing can also help an individual to realise their areas of personal strengths, weaknesses, threats and opportunities. In this assignment, one of the most popular models of reflection, Gibbs reflective cycle will be used to reflect on the learnings in the session. This model of reflection comprises six different stages- description, feelings, analysis, evaluation, conclusion and action plan (Adeani *et al.*, 2020).

Time management

Time management is defined as the ability of an individual to make efficient and productive use of time (Lehdonvirta, 2018). It is an important skill in academic, work and personal life, which lowers stress and enhances the efficiency of completion of tasks.

Description

In this stage of the reflective cycle, the entire situation is described in detail like the experiences, the individuals who were present, the reason for being in that situation and others. In the University, tasks and assignments were assigned to every student individually. Initially, a lack of proper planning and organisation resulted in the late submission of tasks. This had a negative impact on my grades. However, I recognised that I need to focus on time management to overcome this area of weakness. I started planning the tasks through proper scheduling and prioritisation of tasks. Further, I also assigned a specific timeline to each task. These steps helped me to improve my time management skills.

Feelings

Feelings describe the emotions of an individual during a specific situation, event or circumstance (Li *et al.*, 2020). I used to feel demotivated when I could not submit the tasks to my tutors at the university on time. Moreover, my grades also got decreased due to task submission after the deadline. Apart from this, lack of time management also increased my stress levels at the time of task submission, which resulted in degrading the quality of tasks. In the identification of my area of weakness, I was fortunate and motivated to take necessary measures and actions to manage time effectively and efficiently.

Evaluation

The bad and the good experiences are described in this stage of the Gibbs reflective cycle. It is

the most important stage of the model since it describes both the negative and the positive aspects of the situation. The negative aspect of this situation is the lack of time management skills affected by performance and grades in University. While the positive aspect of the situation is that it helped me to realise my areas of weakness.

Analysis

The analysis stage of this reflective model focuses on the details of the events (Ezezika and Johnston, 2022). It describes the reasons behind the incidents that didn't go well. On analysis of this situation, I have understood that lack of proper guidance and mentorship is one of the major reasons behind my lack of time management skills. If someone was there to guide me then I could have realised my areas of weakness at an early point. However, from this situation, I understood that I have the potential and power to identify my personal strengths and weaknesses.

Conclusion

The stage describes the conclusions that can be derived from a specific situation or an event. The conclusion that can be drawn from this situation or event is that time management is an important academic and professional skill. It helps an individual to make efficient use of time. From this situation or event, I understood the significance of planning and organisation for effective time management. Apart from planning, setting the priority of individual tasks could have enhanced time management.

Action plan

It is the last stage of the Gibbs reflective cycle, which describes the actions to do a similar task in a different way in the future. In the future, to manage tasks effectively I also need to focus on the priority of the tasks and set a timeline according to that. This step would lower the stress levels at the time of submission of the tasks.

Academic writing

Academic writing is an important skill that helps learners to improve their writing skills and produce accurate information in reports, essays, thesis and dissertations. According to the reports of [skillsyouneed.com](https://www.skillsyouneed.com) (2022), academic writing helps students to become familiar with the style of writing.

Description

The details of the events are described in the very first stage of the Gibbs reflective cycle. At the University, I was assigned a task to produce a case study report on an organisation in the hospitality sector. I received positive feedback from my mentors and peers because of the accuracy and relevance of the information and data used in it. Despite this, I also received feedback on the improvement of my academic writing skills. In the assignment, there were several grammatical mistakes, spelling errors, missing commas and use of long sentences.

Feelings

On receiving positive feedback from my peers and mentors on the accuracy and relevance of information, I was happy and satisfied. Nevertheless, when I noticed the feedback on the improvement of my academic writing skill, I felt demotivated and dissatisfied with my work. This feedback excited me and developed an inner feeling to determine the ways to improve my writing skills.

Evaluation

The bad sides and the good sides of the experience are described in this stage. The good thing about the experience is that it helped me to understand the importance of writing skills in academic writing. Further, I also got motivated to receive praise for using accurate and relevant information and data in the case study report. However, the bad thing is that the lack of academic writing skills lowered the overall quality of the report. I understand that I need to improve my skill in this aspect.

Analysis

On analysis, I have identified that I have focussed too much on the collection of data and relevant information from different sources. My focus in this case study report was primarily on the use of accurate information. However, I could have paid some attention to my writing skills like the use of proper vocabulary, grammar and tenses. Additionally, a lack of proper time management skills was also a reason behind my poor academic writing in this report.

Conclusion

The conclusion that can be derived from this experience is that the writing skills of an individual play a pivotal role in enhancing the quality of academic reports, essays and other assignments. Identification of the areas of weaknesses is very important for self-improvement and development. In the future, I need to improve my vocabulary, pay more attention to grammatical errors and use short sentences to enhance the quality of the report.

Action plan

This stage of reflection determines the steps and measures to be followed in a similar situation in the future. I would plan to keep two days in the buffer for analysis of the report or the academic writing before the final submission. This step would help to determine the mistakes and errors and I could easily make corrections before the submission. This step would improve the quality of the assignment and it would increase my satisfaction and performance.

Referencing

Referencing is the way to acknowledge the writers, authors and the sources from where the

information and the ideas used in academic writing have been taken (Roldan-Valadez *et al.*, 2019). It is considered an important aspect of academic writing and it demonstrates the depth of the research work (leeds.ac.uk, 2022).

Description

In the second year of the degree program at the university, a case study report was assigned to me by my Professor. In the case study report, I have collected information from different sources like websites, journals and Google Scholar. In academic work, I have made effective use of references to acknowledge the sources and the authors. Thereby, the Professor acclaimed my work and it was motivating for me.

Feelings

This assignment or the case study report helped me to understand the importance of the use of proper reference style in academic writing. I have also used text citations in the report to identify the sources uniquely in the list of references. The praise of my peers and mentors motivated me to work hard on future assignments.

Evaluation

This phase described the negative and the positive aspects of the experience of the situation (Ahmed, 2020). On evaluation, I have identified that I have focussed on the proper use of references in the case study report. As a result, it improved the overall quality of the report and helped me to secure better grades. However, I have also realised that I could have used some more references in this case study report to enhance its viability further.

Analysis

Analysis helps to determine the reasons behind the good and the bad experiences. I have identified that I need to improve my focus on the use of citations in academic writing. I could have used in-text citations in the body of the project after specific word counts, which would increase the quality of the assignment. Moreover, good knowledge of effective use of reference helped me to get positive feedback from my mentors and the University professors.

Conclusion

The conclusion that can be drawn from this experience is that the referencing style enhances the viability of academic work. It helped me realise my strengths, which I would apply in my future case study reports to achieve better grades.

Action plan

In the future, I am planning to use text citations and references at an interval of specific word count as it would enhance the overall appeal of the project. Moreover, I also need to collect information and data from the authors of books too.

Public speaking and delivering presentations

Public speaking can be described as the ability of an individual to communicate publicly with a large number of audiences (Ivanova *et al.*, 2020). This skill is important in delivering presentations in front of the listeners. The Gibbs model will be applied to reflect on the experience.

Description

In the final year, we were assigned a group task of delivering a PowerPoint presentation on a specific business topic. In this assignment, we formed a group of five members and each of us was responsible for speaking for at least five minutes in front of the listeners on the topic. We prepared the presentation collaboratively and at the time of delivery, I realised that I need to improve my public speaking skills, confidence and vocabulary.

Feelings

In the beginning, we were excited enough to deliver a presentation since the topic was very interesting. We prepared the slides collaboratively and I was excited and motivated to deliver my slides. However, at the time of delivery, I was feeling a lack of confidence, fumbled multiple times and it heavily demotivated me. At that point, in time, I realised that I need to overcome my weakness in public speaking.

Evaluation

This stage describes both the good and bad aspects of an experience. The good thing about this experience was the PowerPoint slides were attractive since they were designed with bulleted points and relevant pictures. It attracted the attention of the audience but poor public speaking and presentation skills had a negative impact on the presentation. I have realised that I need to improve my vocabulary and self-confidence through repeated practice before the final delivery.

Analysis

The analysis phase describes the factors or the reasons that led to such an experience. On analysis of the entire experience, I realised that I did not invest time in practising my part before the final delivery. Moreover, I also started to lose confidence when I faced a large number of audiences and as a result, I became nervous and started to fumble. The sense that I can make of this situation is that practice would have helped me to overcome stage fear and it would have developed confidence in me to deliver it smoothly in front of the audience.

Conclusion

From the experience, the conclusion that can be drawn is that speaking skills play the most important role in delivering presentations. In the future, I need to improve my vocabulary, speaking skills and confidence to handle questions and any other situations more effectively in between delivering presentations.

Action plan

In the future, I would focus on practising more until I am satisfied with my delivery. This will help me to identify necessary changes to be made in the presentation before the final delivery. Further, the repeated practice would also help me to overcome the fear of delivering in front of a large number of audiences.

Conclusion

The conclusion that can be derived from the discussion in this module is that reflective writing practice is important for self-development as it helps to analyse an experience or a situation in an effective manner. Analysis of experience helps an individual to identify the things that went good or bad and thereby action plans can be developed to handle a similar situation in a better way in the future.

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