

Report

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Academic and Employability Skills BMSW4001

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“Write an appropriately structured academic report where you reflect on your learning in this module, using a recognised model of reflection (one). Discuss 3-4 topics from those covered during the term (listed below) and reflect on how useful they have been to you, taking into consideration what you already knew and any learning you undertook outside of the classroom. You will need to explain the chosen model of reflection and apply it to each topic. You will also need to analyse published literature relating to the specific topics you discuss and use the feedback you received on all in-class activities.”

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Introduction

In this report, which is about practical portfolio of work, I have chosen three the most interesting topics for me. My chose was not accidental. Time management, Paraphrasing, Reflection and Public Speaking, these are my choices. I wanted to gather more information about each topic. I wanted to discover wider knowledge and to try write about it from my perspective. I will also reach for the knowledge of experts in each of these areas. As my model of reflection, I choose David Kolb's Reflective Model.

Time Management

Concrete Experience

No one needs all day to complete routine tasks, but this feeling is common when there are failures in time management. Skills to better manage time can be learned through techniques, and some tools are useful to help apply these methods, so it is possible to gain productivity in daily activities. With an organized schedule, you leave time for leisure, physical activities, family outings, etc. Time management is extremely important for those who work with deadlines and always gives someone some delivery. When you learn to manage your time, you can better divide yourself between each day's activities so that deliveries are carried out according to what is expected (Claessens, Van Eerde, Rutte, and Roe, 2007). Good time management makes it possible for you to focus on what needs to be done, de-emphasizing deadline pressure. With this, you start working more efficiently and less stressed.

Reflective Observation

It can be observed that (Claessens, Van Eerde, Rutte, and Roe, 2007):

- ✦ Overseeing Time consumed in your expert time on earth is additionally helping any remaining aspects of your life
- ✦ Using time productively is about the time that is spent perfectly located to do the right errands
- ✦ Using time productively is identified with information on needs, commitments, and your timetable

Therefore, making Time Management does not mean finding ways to work more, but rather making correct use of the time you have. It's what we call doing more in fewer hours.

Abstract Conceptualization

Time management is nothing more than an act or process of planning and executing the conscious control of time and activities. You must know how much you spent and will still spend to perform certain tasks; if you don't know, plan. Time management and organization are fundamental pieces in any area. Once you've identified everything that wastes your time, it's time to get down to business. There are some practices you can take to improve your productivity. Just as it happens at work, time management requires organization in personal life. Without it, it is extremely difficult to coordinate demands and set priorities. Organizing not only leads to increased ability to manage daily tasks more effectively, but it also improves the insight to allocate time optimally (Claessens, Van Eerde, Rutte, and Roe, 2007). Each stage of life requires different priorities, which must be organized according to each person's planning and goals.

Active Experimentation

A very important fact that many people don't pay attention to is that there are times throughout the day when you produce more. Some experts call this prime time. It's that period when you feel that you perform your activities better. It changes from person to person and can be in the morning, afternoon, evening, and even at dawn. Finding out what time you are most productive helps carry out those activities that deserve your attention the most. In addition, it is necessary to draw up plans for the activities to be carried out. This is also a tip that varies for each person. There are yearly, monthly, weekly, and even daily plans. You need to find out which works best for you (Claessens, Van Eerde, Rutte, and Roe, 2007). Plans serve as both priority setting and a means of consultation and reference, in addition to serving as a great time organizer.

Paraphrasing

Concrete Experience

A paraphrase is a text-based on an existing one known by readers, keeping the idea of the original text. This means that paraphrasing is a type of intertextuality. To paraphrase means "Interpreting a text with its own words, keeping its original meaning". Thus, paraphrasing is a resource that requires skill in textual interpretation, because to paraphrase it is necessary to deeply understand the message conveyed in a text. In addition to mastering text interpretation,

the exercise of paraphrasing requires a cultural repertoire, as those who write need to know a variety of texts, so that they can try to find in their possibilities of intersexualization with varied textual registers (Walker, 2008). Paraphrasing is a textual interpretation resource consisting of reformulating a text, changing the original words and expressions while maintaining the central idea of the information.

Reflective Observation

When composing an exploration paper, a specialist will regularly have to allude to a past distribution and sum up the outcomes in a reword, passing on the applicable data from that other distribution in the most natural-sounding way for them. Since referring to the whole segment of interest will occupy a lot of room, there might be a ton of data that isn't significant. Furthermore, the first extract might have been written in a style or language. Here are a few rules for accurately summarizing. The guidelines that exist are obscure and amorphous. The circumstance is comparable in using rewords (Walker, 2008). They should be just a little part of unique work. Assuming the summarized material is a significant piece of your article, it risks being viewed as gotten from the first, a powerless article mounted on the rear of a more grounded one.

Abstract Conceptualization

In a reworded piece, you should, in any case, begin by referencing the first creator and afterward sum up the significant bit of the creator's work as would be natural for you and in your style. For instance, "In his 1989 article, Robinson finished up this." There ought not to be anything in the reworded section duplicated from the first. There are two types of paraphrasing. They differ in how the original text is reconditioned: in the reproductive, there is a synthesis and reiteration; in the creative, there is an expansion of thematic content (Walker, 2008). The paraphrase is very useful for analyzing a text we read or a documentary we have seen, for example, as it forces us to explain the content we have incorporated in our own words and leads a person to ask questions and review it to correct certain concepts. Through this simple and challenging technique, we can improve our comprehension skills and, at the same time, become more effective communicators.

Active Experimentation

It is called a Paraphrase or indirect quotation when an author's idea is used, transcribing it in his own words, but keeping the original idea. In this case, quotation marks are not used, but

the author's last name, year, and page number must also be mentioned if the paraphrase is from a specific page. The quote indirect, also known as a paraphrase, is the use of an idea of an author, but not transcribe it literally. In other words: whoever is writing uses their own words to explain the idea they read from the source (Walker, 2008). The direct citation feature (highlighted with quotation marks) can be explored. Still, its excessive use can make parts of the text appear too highlighted in their entirety, making reading difficult. In addition, the mix between direct quotation and paraphrasing helps make reading more dynamic and fluid.

Reflection

Concrete Experience

Reflection can be about the action and effect of reflecting, a more profound comment or thought, the change of direction or direction, the pondering or deviation of direction that one body undergoes when colliding with another. So, when a person says that he will reflect on an attitude or give an answer about something, he will think deeply and analytically about it. For example: "the speaker called the audience to reflect on social inequality." A reflection can also happen when a person wants to choose something or act with caution (Cottrell, 2017). In this case, this person will reflect on the situation, scenario, needs, etc., to carry out a beneficial action for what is proposed. For philosophy, reflection is the process of meditating or considering something deeply.

Reflective Observation

To reflect on a topic, it is first necessary to study a lot. In this way, the person manages to position both themes. A reflection text is content to make the reader think, perform analyses, observations, and interpretations. This type of text, logo works with ideas, thoughts, concepts, etc. People could write a story about themselves, the world around them and their view of it, etc. Thus, the reflection text exposes what each person thinks, regardless of what common sense says. Despite being a normal reflection, philosophical reflection is a slightly more focused area. It governs philosophy, as, without these reflections, there would be no questions that would build the study (Cottrell, 2017). This subject focuses more on the fact of thought. It tries to reflect what thought is, what makes us think, and why we think.

Abstract Conceptualization

It can be conceptualized that reflection is a (Cottrell, 2017):

- ✦ Deep thought about a topic, about a problem or a feeling, or oneself; meditation
- ✦ Characteristic or property of someone who behaves thoughtfully, cautiously or cautiously; caution; weighing
- ✦ Evaluation on a certain topic, issue, or theme; analysis
- ✦ Change of direction or a change of direction even if keeping the direction
- ✦ (Physical) deviation of direction occurred in a body when hitting or colliding with a more resistant one; ricochet

Active Experimentation

Reflection is a physical and mental demonstration that prompts the examination of conduct, a reality, an exploration, etc. Such a position can be an individual or a common disposition. Reflection is inspecting the things that occur around you, including life. Considering life is a demonstration that we all will do, or as of now, eventually. It's something we do generally expected. Individuals tend to, at a minimum once seven days, quit everything and contemplate their regular perspectives and how they deal with them and with other people.

Furthermore, assuming her conduct is awful for both her and others, the demonstration of pondering her activities will move her to change her perspectives. This second, ordinarily, happens when we are distant from everyone else, it is the point at which we can converse with our inner mind, straightforwardly (Cottrell, 2017). It is our inner voice requesting clarification for our activities. Right now, we can't lie. It is uncommon circumstances where truth wins, and earnestness is a commitment.

Public Speaking

Concrete Experience

Communicating well is certainly a differential when it comes to gaining a position in the job market or even gaining new positions in the company where the professional already works. Over a single day, we communicate with multiple receivers via multiple codes and channels. The main forms of expression are speech, writing, sign language, and facial and postural expressions that often transmit what we want to hide. But, despite communication being daily,

vital, and permanent, we need to improve it and adapt it to the different situations we face. After all, communication is fundamental for socialization, and each moment, event, or context demands different forms of a message (Parvis, 2001). Developing this competency involves much more than just knowing and mastering the norm: it also requires awareness, dedication, and training.

Reflective Observation

Giving a presentation in front of an audience, regardless of the size of the audience, is a task that makes anyone's stomach, be they experienced or novice, butterflies in the stomach. The fear of public speaking even has a name: glossophobia. However, you can alleviate anxiety and control nervousness by preparing well before the occasion. After all, knowing how to communicate in front of an audience is essential (Parvis, 2001). In this topic, we will present several tips and techniques that will help you speak well in public.

Abstract Conceptualization

Public speaking can be a big problem for many, some because of shyness, others because of insecurity. However, several reasons stop people when transmitting a message to the public. Nowadays, knowing how to communicate correctly is fundamental for any area of our life, even more so in the professional field. Oratory has a great power of public speaking, and its main objective is to know how to convince anyone on any subject (Parvis, 2001). We can cover the subject of professional life. Most companies assess the power of their oratory already in the first job interview, as this is an essential part of performing any function. Communication is essential for those who can better represent their speech, so they get ahead of their competitors.

Active Experimentation

We can say that the main role of Public Speaking is to provide security and thus transmit confidence to express itself in public, achieving success. Everyone must seek knowledge, even if it is basic. Thus, the study of Oratory provides a wide range of knowledge. Public Speaking is part of the lives of professionals from different areas. The word is how success is aimed, as speech is the greatest work tool for anyone. Improving the art of public speaking can provide a more harmonious voice, speech, and gestures, in addition to making the speaker better able to organize his ideas in the speech, better prepare his oral narrative, and, above all, enable listeners to have a good reflection, with critical analysis and build on your own opinions (Parvis,

2001). The objective of Corporal Expression and Oratory is to persuade, inform, impress, convince, entertain, adjust the words to their purpose, enrich a scene, and enhance the image of environments that may even be very far away.

Conclusion

There is never enough of knowledge about any topic. We have opportunities to discover new information every day. Different people have always different point of view for things we think we already know everything about. The topics I chosen are genuinely interesting for me and I am glad that I have gathered so much new information about it. I will love to apply all the new knowledge towards my actions in real life.

References

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