



NAME: Taiwo Dorcas Oladipo Bright

STUDENT I.D: 2020826

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LECTURER: Sylvia Hoffman

TASK 2: Report

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INTRODUCTION

I will be analysing my class experience in the following topics that we have discussed in class:

- **Time management** enabling me to set achievable goals. I will be explaining this further by using the Pareto's principle.
- **Referencing** is about acknowledging the works of others you have source information from.
- **Presentation** is giving information about something or speech to an audience.
- **Paraphrasing** is rephrasing the whole sentence using your own words without changing the meaning.

I have also gathered information from online, journal, and a book to compile my report on the above topics.

This report details my experience in the Academic and Employability module. Feelings an important element in Gibbs reflective cycle writing.

Time Management

Time management is the process of organising and planning how to divide your time between specific activities. I have always felt I am good at Time management; however, I did not realise how much I was lacking. So, I realised I would need to change my thinking and address my time management skills.

The Pareto principle has influenced my thoughts, which states 80% of results will come from 20% effort. It has helped me to set the right priorities by managing my time, cut wasted time and gain more control over valuable resources. This has also increased my performance by simply starting on solving personal issues, work, and academic problems for things to work better and smoother.

Furthermore, I am more familiar with tools useful for time management which include either digital or traditional sources such as organisers, planners, diaries, and calendars. Apps are an example of a digital tool e.g., Rescue Time, Focus Keep etc. Now that I am familiar with various time management tools. I.e., Planning by using a to-do list, spending my mornings on the most important tasks, creating a time audit by setting a time limit to each task, learn to delegate out tasks and challenge my schedule.

It was my first virtual learning academic and employability class, I understood the topic, and was encouraged to work on Time management. I learnt nobody has more or less time, we all have the same amount of time.

I enjoyed watching the educative videos. My favourite was the Pareto principle which taught me the importance of setting the right priorities. By focusing on activities that will affect personal lives positively, working smarter not harder then 20% of effort will produce 80% results.

There were not any elements of the topic that I did not find interesting. I was inspired, the presentation was clear, articulate, not boring, useful, and motivating.

I went on Moodle to review at the presentation slides for a second time. Examples of my time management are prioritising, scheduling, keeping a to do list, using post it on my refrigerator as a daily reminder, resting and delegating some tasks with my family members.

In addition, Time management techniques has affected my life positively, it has helped me to reschedule my daily activities which has yielded results. Reducing stress in terms of my studies and assignments.

Effective Time management does not mean I gave up free time or all the time I currently spend on relaxation, the purpose is to make life easier for me and sets goals that are achievable.

Referencing.

Referencing is the process of acknowledging the works of others, allowing readers to see sources of information and find the information used. It shows the depth of reading and researching, add weights to discussion/argument and establish the credibility and authority of own ideas. for example. Journals. Articles, books, newspaper, webpage, video, or any other source of information.

I am now aware that UWTSD use the Harvard style referencing, which is commonly used by most universities.

In week 5 of academic and employability class, I found the referencing topic very confusing because I did not understand the topic, I watched some videos recommended by the lecturer and took part in class activities. I was still not sure of my understanding. So, I watched the video two more times. The presenter recommended a book *cite them right (2010)* which I purchased and after reading I am now able to understand the basics of Referencing, the referencing guide I found useful and therefore I found this a good investment.

I practiced the referencing in class activities, this enhanced my knowledge by other class members sharing their knowledge. I booked a support session with the library support team; the 121 sessions went well. I am now familiar with referencing, knowing that with practice that it will become second nature. I do understand that an academic writing without referencing is disastrous.

From the Harvard style guide, I am now able to reference my source as follows.

Books: Author's Surname, first name initial. (Year of publication) Title in in italics, Edition. Place of publication: publisher, when citing a source with two or three Authors state all surnames, Four or more Authors the first authors name should be stated followed by 'Et al' meaning and others.

Journal Article: Author*publication year (in round brackets) * Article title (enclosed in single quotation marks) * journal title (in italics) *volume, issue/part*Page number range of the whole article.

Electronic: As mentioned above plus* Available at: URL

(Accessed: date) *or DOI (Digital object identifier)

Internet (website of an organisation)

Author/organisation* publication year (in round brackets) *website title in italics* if necessary, enclose medium [in square brackets] *Available at: URL* (Accessed date)

Film: Title of film (year of distribution) directed by Director's name [formal]place of distribution: DVD or VCD distribution company.

All references should be, organised in an alphabetical order with a clear space in each section in one list and should contain details of the source. I found referencing confusing when it was discussed in class, however I have used it in my assignments it is getting clearer and better.

I am now aware that Bibliography is a complete list of everything read that have influenced my work, whether cited or not.

Presentation/public speaking:

Presentation is an activity in which someone shows, describes, or explains something to a group of people.

Week 7 class of Academic and employability started with the topic Presentation. I was very curious to learn something new about this topic as I already have some experience in my current role as a Customer Ambassador. Where I am communicating and suggesting what is most suitable for customers. This I deem to be a form of presentation.

I watched two powerful speech video presentations, after the video we were asked to comment on the presenter's style of presenting. Most classmates were impressed by the presenter in the first video. I found it motivating, assuring, full of emotions and authentic. However, some classmates expressed some concerns regarding the performance of the presenter in the second video.

The class was very interactive, meeting classmates virtually which I enjoyed. There was an opportunity for the class to take part in individual presentations, based on the topic of three life achievements. It was nice to experience what the lecturer does as a presenter. After each presentation the class members gave feedback,

I presented and shared my achievements with the class and received a constructive feedback. Evaluating from my feedback, my presentation was detailed, concise and clear it was brought to my attention that my presentation was short. I will ensure to add more contents in my future presentation as I am preparing for my individual assessment presentation.

In the course my development included pre-talk preparations, handouts, introducing a catchy topic to attract the audience's attention, speaking at a natural rate of speed, projecting voice clearly, distinctly and repeating vital information. It is also important to pause briefly to allow the audience to digest information, keeping eye contact with the audience, using natural gestures, do not turn your back the audience and only use notes as reference points to keep on track.

In addition, Presentation has contributed to my English language learning experience, it enables me to practice language areas such as vocabulary, pronunciation, grammar, speaking, reading, writing, using dictionary to check the meaning of words before using it, and listening.

Presentation behaviour I learnt, is showing some enthusiasm, involving the audience, asking questions, not getting distracted by noises and movement. If thoughts are lost, you can ask the audience questions this will enable time to recover your processes. I understand conclusion as summarising the key points and main ideas of the presentation. This will include good summary statements and questions.

These new acquired skills have built my confidence in Presentation/ Public speaking especially when I am communicating with customers at work, remembering to speak at a natural rate of speed, projecting my voice clearly.

Paraphrasing

Paraphrasing is writing the ideas of another person in your own words without changing the meaning, when used properly it demonstrates understanding of what the author is saying. It is useful when using the works of others to support your own view by acknowledging the source.

I have previously used paraphrasing in writing without realising it, gaining a wider knowledge is amazing.

I did like the topic, enjoyed the class, it was interactive with members carrying out class activities on paraphrasing and sharing their paraphrased sentences, it was nice to listen to unfamiliar words and the efforts were great especially as most of my classmates including myself are not native speakers.

I have learnt something new in paraphrasing techniques which is using synonyms, changing word class and word order. Whichever techniques used must retain the meaning of the original and must have a different structure grammatically with correct spellings.

When paraphrasing, read and understand the text, make a list of the main ideas, find the vital words and phrases, highlight, or write it down, find alternative synonyms for these words. Change the structure of the text by identifying the meaning between the ideas and express it in a unique way. You can also change the grammar of the text that is Nouns to verbs, Adjectives to Adverbs and break long sentences down into parts.

It is important when rewriting the main ideas are in a complete sentence without changing its meaning, checking the length are the same, using my own style and acknowledging the source.

Paraphrasing has enhanced my grammar and vocabulary skills especially finding the meaning of unfamiliar words also built a habit of using the dictionary more often than before.

Conclusion

This is the end of reflecting writing on my personal experience in Academic and employability class.

I have reflected my learning experience in time management which has improved my achievement in planning, setting achievable tasks, working smarter not harder, The Pareto's principle explains 20% effort can produce 80% results.

Referencing is a lifelong skill it calls for time practice to gather information. It adds weight to discussions and arguments, demonstrates that you have spent time in locating, reading, and analysing materials to form your own views and opinion.

Presentation is giving information about something or speech to an audience. You should start by getting the attention of the audience with a hook. It is important to speak clearly at a natural speed, projecting voice, keeping eye contacts, and repeating valuable information.

Paraphrasing is your own explanation or interpretation of another person's ideas without changing the meaning. It demonstrates that you really understand what the author is saying.

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