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MODULE CODE: BMSW4001_LON

MODULE TITLE: ACADEMIC AND EMPLOYABILITY SKILLS

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SUBMISSION DATE: 27/APRIL/2022

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1.Introduction

- A reflective report is academic analysis through the reflection of what has been learned, which must be clear and based on examples to illustrate reflections.
- Reflection is a purposeful activity in which you analyse experiences, or your own practice/skills/responses, in order to learn and improve.
(University of Birmingham,2015, p.2)
- In this essay, I will reflect on Time Management, Summarising, Reflection and Public Speaking and Presentation, where I will try to put into practice all the knowledge received.

“Reflection is often done as writing, possibly because this allows us to probe our reflections and develop them more thoughtfully. However, it can also take the form of a conversation with a 'critical friend', tutor or mentor.”

(Institute for Academic Development, n.d)

In addition, reflectively and based on Gibb's reflective cycle, I will analyse each of the studied topics that most caught my attention. To do this, I will describe each of the steps of this cycle with which I will inform my lecturer of the knowledge acquired.

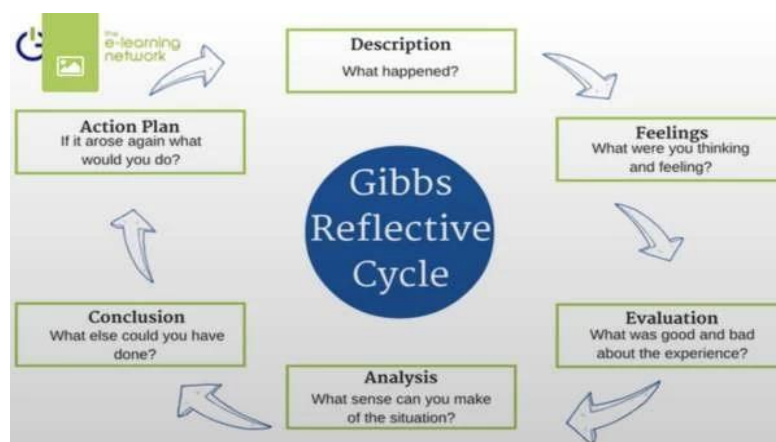
2. Gibb's reflective model

Gibbs (1988, p.49) created his “structured debriefing”. It was designed as a continuous cycle of improvement for a repeated experience.

It also helps us to reflect on an independent experience, through the recognition of the importance of the feeling in the reflection and evaluation of the situation.

It is a useful model that provides relevant and exact information, avoiding unnecessary details.

(University of Cumbria,2020).



[What Is Gibbs Reflective Cycle Model? | Blog | ELN](#)

3. Time Management

Definition:

Time management allows us to divide and plan our daily activities, providing productivity and better results in our projects, in addition giving us as results less stress.

(MindTools, n.d)

Description:

On the beginning, I do not have idea about the definition on this word that many times I was listening.

Sometimes I already put on practice, however I did not get results because I was done blinded just trying my luck.

Feelings: On this class I feel comfort and happy, due that is important to me start to do good time management, as such to combine my life as a mother, manager, and student.

Evaluation: Was interested and so clear, resolving all my doubts and providing me a lot of tips to get good results.

Why this skill is important?

In my opinion, this skill is important because if you do not have control on your time management you can waste your time, that at the end give us bad results on our goals, creating new challenges.

Analysis: Usually I used to be a person who liked to carry out many activities at the same time, however I did not know how to organize my time. So, I was frustrated and ended up renouncing some projects.

Conclusion:

Thanks to the knowledge received, I have learned to improve the distribution of my time which generates less stress and greater results, as well as the best quality of life and better academic and work performance.

Action Plan:

As a first measure I bought an agenda.

Where I write down and distribute my tasks; this helps me to know what I must do in a normal day and how long I have for it, on the other hand it helps me not to feel overwhelmed if I have any unforeseen.

It is very important to know how we spend our time, in addition to knowing how to differentiate between priority things and those that are not urgent.

Also, thanks to time management I avoid wasting my time and take the opportunity to do things that help me grow on a personal level.

Therefore, good time management is essential in a healthy balance between work and home life.

(Price, Carney, and Clews, 2020, p.7)

4. Summarising

Definition

According with Buckley (2004), in her popular writing *text Fit to Print*, defines summarizing as “reducing text to one-third or one-quarter its original size, clearly articulating the author’s meaning, and retaining main ideas.”, as such as Diane Hacker (2008, p.62), in *A Canadian Writer’s Reference*, explains that summarizing “involves stating a work’s thesis and main ideas, simply, briefly, and accurately”.

Description:

In this issue I could know the difference at the academic level with the copy and paste.

Because when doing summarising I can take the main idea of the author of an article and explain it with my own words, however when I copy and hit, I am transmitting the author's thinking and not what I learned from that article.

Feelings:

At beginning, I felt a little fear of making mistakes and not knowing how to capture the main idea of this topic, especially because by learning in a different language than mine there are definitions that are difficult for me.

Evaluation:

In class I could feel the same doubts that I had, however there were few people who dared to expose their doubts.

Analysis:

Thanks to my teacher's patience and her availability to clarify doubts, I could understand the main idea of this topic and adapt it to my academic life.

Conclusion:

With the information provided by my teacher, I understood that when doing summarising I can explain in my own words a topic, based on the references found without incurring a behaviour of Academic misconduct.

Action Plan:

Through the summary I can now capture ideas that helps me to be able to make a better development of my Assignments.

5. Reflection

According with (Hammond and Martala, 2009, p.164) “Its power lies in being able to help you develop your understanding of the way you learn, the subjects you are studying and to define your longer-term goals. It can help to promote critical thinking and problem-solving skills, both of which are key to academic success. But it has further used that relate to life skills: it is an essential part of personal development and prepares you for the world of work, encouraging you to develop the habit of analysing your actions or events and considering the consequences.”

Description:

When we touched on this topic, the class in general was confused since for some like me, the cycles of reflection were a discovery.

Feelings:

Being a subject that I usually do not put into practice, it turned out to be quite unknown and difficult to learn because I am usually a person who acts on impulse.

Evaluation:

Thanks to this topic I was able to learn to reflect on my actions before doing them both in my life and in my studies.

Analysis:

The development of the topic went quite well, even with little class participation due to the lack of questions about doubts generated by this topic.

Conclusion:

It is an interesting topic since thinking about the consequences of my actions can positively influence my life.

Action Plan:

With what I have learned I can have greater control of my emotions and my actions by the reflection.

6. Public Speaking and Presentation

“Public speaking is a soft skill that requires excellent communication skills, enthusiasm, and the ability to engage with an audience.”

“Presentation style includes vocal tone, body language, facial expression, and timing. The right style can make a talk that could have been boring become exciting and engaging.”

(The Balance Careers, n.d)

Description:

I do not remember this class very well in relation to the subject, however at a practical level it has been one of the points that our teacher has contextualized the most.

Through the incentive to ask questions, it gave me the option to express my doubts and interact in class.

Feelings:

I could say that I felt very comfortable speaking in public and presenting my ideas, also that it was a class that gave me confidence, even when I had to do the power point presentation, I felt so comfortable that I even exceeded my presentation time.

Evaluation:

Despite the enthusiasm with which our teacher teaches, the class showed little participation, however thanks to that I had the opportunity to participate more in class and answer my questions.

Analysis:

Putting into practice the theory learned, I can say that I learned to make good use of presentation time and good management of the anxiety that public speaking entails.

On the other hand, I also learned to combine the message I want to convey with my body language.

Conclusion:

I usually must breathe and speak slowly.

The message you send must be clear and accurate.

Good body position.

To make an excellent presentation, you must know very well the topic that we are going to talk about.

Action Plan:

I can use this knowledge in my personal life and in my academic life because it is valid for both places.

In the case of having a new presentation or having to speak in public, thanks to what I have learned, I am confident that I will be able to do it without any setbacks.

7. Conclusion

I can use this knowledge in my personal life and in my academic life because it is valid for both places.

In the case of having a new presentation or having to speak in public, thanks to what I have learned, I am confident that I will be able to do it without any setbacks.

Through time management it is allowing me to be able to divide my time between being a mother, manager, and student.

Thanks to the reflection, I stopped being an impulsive person in my actions and decisions.

At an academic level, through summarising, I learned that in some cases I can find great texts where, if we have a good ability to understand the main idea, it can open up a range of possibilities for me to develop a good, clear, and interesting piece of work.

It is very important to read an article in its entirety in order to carry out a good summary, since otherwise, due to ignorance, it could carry out an act of plagiarism.

I must select the most important words and explain them with my own arguments, without losing the context of the message transmitted by the author.

At another time in my life, I couldn't imagine learning everything I've learned so far, or perhaps that I would have the opportunity to continue with my university studies.

However, being able to do it fills me with hope to have a better future for myself and my daughters and thus be able to fulfil my dream of being a professional with my university career, which in turn is an example of improvement and that everything can be achieved if you want it and I have to work hard for it that I can teach my girls.

I am very excited to continue discovering new things along this path and so the day I can have my profession I can feel completely fulfilled.

8. References

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9. Appendix

