

ACADEMIC AND EMPLOYABILITY SKILLS

Assessment 2



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LIST OF CONTENTS

Introduction	2
Introduction Reflective Writing.....	3
Gibb's Model.....	4
Topics 1 – Time Management.....	5
Topic 2 – Paraphrasing.....	6
Topic 3 – Reflection.....	7-8
Conclusion	9
References.....	10

Introduction

Employability skills are transferable skills that it is essential for an individual to become employable...There are some essential employability skills that can be used in the workplace to improve the business operation for a company (Aizikovitsh-Udi *et al.*, 2015)

What are employability skills and why are they important both to being hired and to be successful in the workplace?

Ability to communicate and work in a team or physical capacity focused on technology. These capabilities are the ones that require you to become a successful candidate, looking for a job or promotion. Hiring managers almost always look for employees with these capabilities (adaptability and problem solving).

Professional skills allow you to be successful in the workplace (transferable skills that can be applied in a job in any industry).(BC)

On this report I am going to discuss about the importance of time management, paraphrasing and reflection and the description of the Gibb's Model.

Introduction Reflective Writing

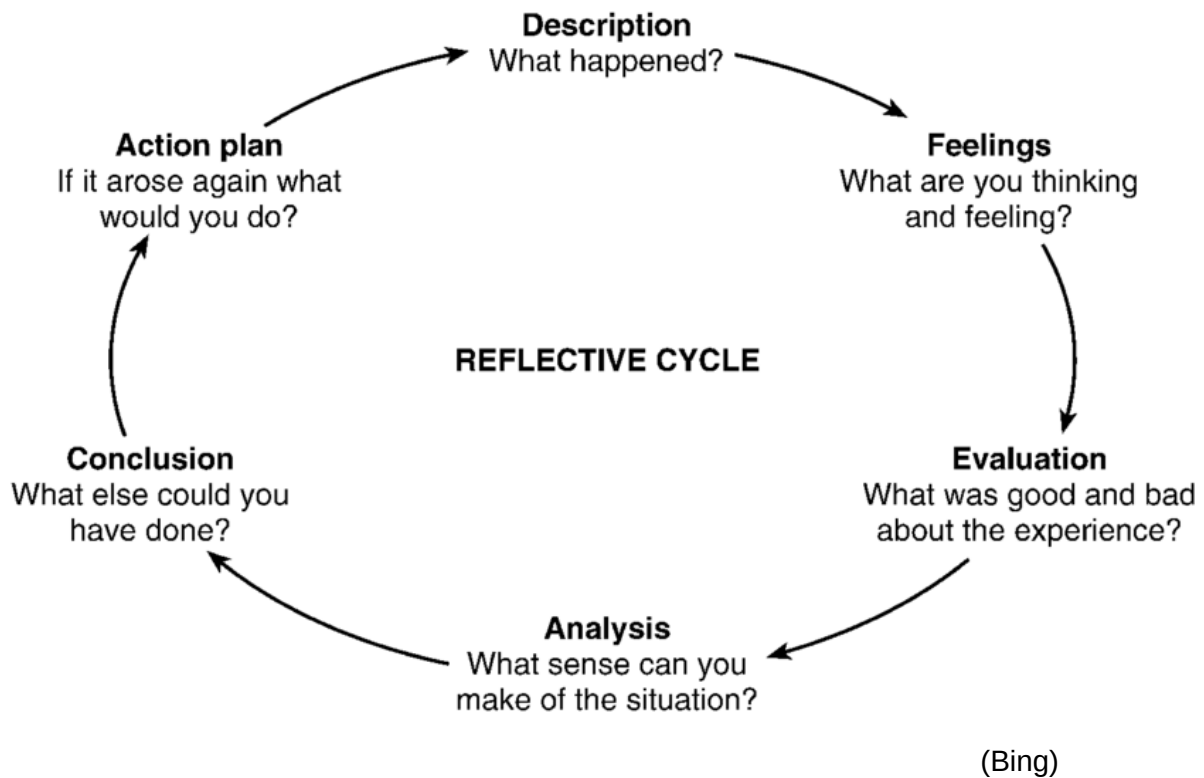
What is the meaning and what is the purpose of reflective writing?

- Remember a previous experience to have a higher and better performance in the future.
- Observe, internalize, and describe what happened and why, and include examples of models and/or theory, using academic language.
- Compare strengths, weaknesses, doubts, and mistakes. You can use personal language, such as "I" and "we", when talking about observations, emotions, and feelings.
- Criticize yourself constructively, the event and others.
- Find evidence to prove what you are saying, such as what has been said or done, and its causes and effects, thus requiring clear records of events and your thoughts. (univ. port)

Gibb's Model

"The Gibbs' reflective cycle, inspired partly by Kolb's learning cycle, enables us to effectively reflect on incidents and occurrences, be it daily or occasionally, and learn from them." (University of Bradford, 2010).

Gibbs model of reflection (1988) portrays the self-reflection of their actions and the need for continued involvement in the learning process (Wilding, 2008). Is a scheme that studies experience and uses, as a reference, to better understand how to improve specific areas. The model cycle means that it lends itself particularly well to repeated experiences, and potentially repetitive tasks, so the model becomes useful for examining experiences within nursing practice, such as repetitive tasks and interactions with other workers and patients (Johns, 2017).



Topic 1 – Time Management

Time Management, is important at work and also in our personal life, specifically describes the right time that should be attributed to the right activity, allowing individuals to assign specific slots to the activities according to their importance, making a better use of it, since it is always limit.

Time Management makes an individual punctual and disciplined, learning to work when it is really necessary, for this, he should prepare a list of "TASK PLAN" or a List "TO DO" at the beginning of the day noting the activities that need to be done, on which given day, according to its importance and urgency and the time of it, that will provide guidance in the workplace, the person knowing what their day is like and work according to it, will increase in production. Learning to be organized, minimize the time in unnecessary search of documents, important files, folders, stationery and so on, as well as, by maintaining their jobs, study areas, cubicles, clean and organized meeting areas.

Effective Time Management increases a person's morale and makes them confident, which will result in tasks being performed within the stipulated time, making them popular on the organization. People who understand the value of time and finish their work on time are the ones who are admired by others and are always the centre of attention wherever they go.

Those who follow a time plan are those who achieve their goals and objectives in the shortest possible time, meeting them long before the deadlines and completing the task exactly when necessary.

Managing your time in an effective way will help a person reach the peak of success faster and stay firm at the top for longer, while the one who works just for working is not able to make a good impression and is never taken seriously at work.

“Better time management helps with better planning and, eventually, better forecasting”.

The research says that people who perform tasks on time are less prone to stress and anxiety. Upon completing the pending work in time, the person will have enough time for their friends, relatives, and family.

Time management allows a person to prioritize tasks and activities in the workplace. It is unnecessary to be overwhelmed by accepting anything and everything that comes your way.

Time management will make a person adopt a planned approach in life.

How to make a good Time Management:

- Planning
- Setting goals and objectives
- Setting deadlines
- Delegate responsibilities
- Prioritize activities by their importance
- Spend the right time on the right activity

(MSG)

Topic 2 – Paraphrasing

To paraphrase means interpreting a text with our own words, maintaining the original meaning. Paraphrasing replaces the quote, which copies someone else's exact words and puts them in quotation marks. For better academic writing, it is better to paraphrase rather than quote, because it shows that it understood the source and makes its work more original. When paraphrasing, it is important to quote the source, being careful not to use the text very similar to the original so as not to run the risk of committing plagiarism.

The best way to paraphrase is:

- Read the text several times to better understand its meaning
- Underline the key concepts
- Write to by your words the text without looking at the original
- Compare your text with the original and make small changes to the phrases that became too similar.
- Use as much synonyms as possible
- Change the sentence structure and break the information into separate sentences
- Quote the source where you found the idea to avoid plagiarism.

Example:

“The number of foreign and domestic tourists in the Netherlands rose above 42 million in 2017, an increase of 9% and the sharpest growth rate since 2006, the national statistics office CBS reported on Wednesday” (DutchNews.nl, 2018).”

Paraphrased version

“According to the national statistics office, the Netherlands experienced dramatic growth in tourist numbers in 2017. More than 42 million tourists travelled to or within the Netherlands that year, representing a 9% increase—the steepest in 12 years (DutchNews.nl, 2018).”
(C.G., 9/3/21)

(SCRIBB)

Topic 3 – Reflection

Reflection has the following components: Things (experiences) that happened to the person; The reflective processes that allow the person to learn from these experiences; This is the result of the new perspectives that are taken; is a skill that is developed (Jasper, 2003).

Reflection is a type of thought that allows a better understanding and lead to a new learning.

Aspects of the reflective process:

- Stop, Think, Analyse and Complete
- Repite Reflection another time
- Sincere Reflection
- Ponder
- Clarity
- Understanding
- Final Judgment

Reflective Writing

Reflective writing seems more difficult and challenging than other forms of academic writing involve, thinking and writing about anxieties and errors, as well as an exploration and explanation of an event.

WHAT IS REFLECTIVE WRITING?



Reflective writing is

- Personal thoughts/opinions
- A way explore your learning
- Response to new information
- Opportunity to gain knowledge
- Achieve clarity and understanding



Reflective writing is not

- Instructions, or an argument
- Simple problem-solving
- A description of an event
- Judgement about right or wrong
- A research paper

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(Bing)

What went well? What did not happen? Why? How do I feel? This is the reflection of the day-to-day and all the time regarding problems and situations. Reflection is also a way of processing thoughts and feelings about a situation and giving us the opportunity to come to an agreement on it. Reflection can be used to deal with a difficult or challenging situation. This type of reflection can lead to a new form of reaction or approximation of a situation next time. In the academic reflection, it is expected that the process of its reflection will be registered and that they identify and evaluate the learning that results.

Some phrases for reflective writing:

- I think...
- I felt...
- I was aware...
- I realised...
- I was uncomfortable about...

Reflective Thinking

Reflective thinking not only mean writing down what has been done or planning to do, but also consider why what you did or planned to do, it means writing to help you better understand something, explore emotions, feelings, reactions and knowledge, and may even mean catharsis

(QMU)

Conclusion

“Time management is the process of planning and controlling how much time to spend on specific activities. Good time management enables an individual to complete more in a shorter period of time, lowers stress, and leads to career success” (CFI)

“Paraphrasing means formulating someone else’s ideas in your own words. To paraphrase a source, you have to rewrite a passage without changing the meaning of the original text” (CG, 2021)

“Reflective writing is a way of processing your practice-based experience to produce learning. It has two key features: 1) It integrates theory and practice. Identify important aspects of your reflections and write these using the appropriate theories and academic context to explain and interpret your reflections” (SB, 26/11/2020)

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