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Academic and Employability Skill

Table of Contents

Introduction	3
Gibb's Reflective Cycle	3
Time management Skill	3
Summarizing	4
Referencing Skill	6
Presentation Skill	7
Conclusion	8
References	9

Introduction

Task 2's purpose is to figure out how the skill of learning contributes to the improvement of the skill of employability and to write a reflective report depending on the responses. This task aspires to pursue the skills of academic institutions which are necessary for the pupils in their career in the future. It uplifts the pupils to be coherent learners. After studying the course students will build up their confidence and they will participate actively in various types of activities. Educated people in academic skills can lead to multiple discussions in certain fields of study by discussing and analyzing official, institutional, and subject-specific language. It enables substantive changes to a research field.

Gibb's Reflective Cycle

Professor Graham Gibbs established his Reflective Cycle model as a paradigm in 1988 for pupils to learn from their experiences. According to Gibbs, thinking about the experience of learning assists the students in improving their performance in the future. In this approach, there are six steps. The description is the first stage in Gibb's Reflective Cycle, which is followed by Feelings, Evaluation, Analysis, Conclusion, and Action Plan. I gathered feedback employing Gibb's Reflective Cycle approach, and in the meantime, I enhanced my three talents (Mindtools, 2022).

Time management Skill

As stated by the Corporate Finance Institute (2022), the technique of scheduling and monitoring how much time people are spending on numerous aspects is known as time management. Students need to learn time management since it allows them to execute quality work in a timely manner that will assist them in their potential employment. They are qualified to perform the essential task within the given timeline

Description

In the class, my teacher had taught us new content of the subject and had given us assignments, and also allocated the time for submitting. I have concentrated on the guidelines which were given by my teacher. I have studied the assignment for starting my work. Before starting my work I have divided my work into various small parts to make my work easy. While doing the work I have learned that time management skills are really crucial to be able to successfully

manage time. As per the viewpoint of Toggl (2022), time management enables a person to accomplish their work in less time, relieves anxiety, and promotes career advancement.

Feelings

I was afraid and conscious that I would not willing to accomplish my task. I had wasted most of my time pondering these ideas. Thereafter, I took the conscious decision that I was required to accomplish the assignment sooner than the expected date. I had begun to find out information about the assignment topic.

Evaluation

I have managed the time properly and I have prioritized my work while in class. I have read all the information carefully and noted down all the information in my notebook. I have learned that better time management helps to higher productivity and performance, and more achievements. I got to know that people who have good time management skills are successful in achieving their goals and objectives in less time. I have completed my assignment before the allotted time and had given it to my teacher for checking.

Analysis

My teacher had checked the paper and had told me that I had skipped many important points which has to be included in my assignment. From that feedback, I had learned that I have to give more concentration while writing any assignment.

Conclusion

I have enhanced my cognitive ability and understood how to utilize my resources more wisely. Before beginning any assignment, I have learned that I needed to make a list and set deadlines for fulfilling it. I have discovered that good time management equates to more possibilities and less time devoted to irrelevant pursuits.

Action Plan

To improve my time management skill, I will make a plan before starting any work. I will set goals properly for my every work. I will set time limits for each work. I will revoke unnecessary works. I will develop my time management skills within 2 months.

Summarizing

According to Vedantu (2022), summarizing is the method of collecting information from lengthier chapters or concepts and making it into a miniature version that includes all of the

findings and important ideas of the original version. It is utilized for expressing the major points of a long-form into a concise form. Summarization assists the learners to learn more efficiently and it also saves the time of the students.

Description

In the classroom, my professor had given a lecture about a particular topic. After listening to the lecture I had written down the main points to make my notes for my examination. I had taken some guidance from my teacher to make my notes properly. I have discussed the topic with my classmates and jot down their opinion also. I have learned that summarizing helps how to recognize the most critical thoughts in a text, how to filter out unnecessary data, and how to link the core concepts in a significant process. According to Owlcation (2022), summarizing is vital for taking notes. It helps the students to write down their notes to get good scores in the exam.

Feelings

When I have started to make my notes, I felt perplexed. Because I was not sure whether my summarization of the content is correct or not. I was not confident in my work. So, after writing I have checked my notes from my professor. And I got to know that my writing was not correct. My teacher had told me to write again and gave some guidelines on how to summarize the content of any topic in my own words.

Evaluation

After that following the guidance of my teacher, I have tried to summarize again to make appropriate notes. And at that time, I have written the correct notes. As per the viewpoint of Reading Rockets (2022), summarization techniques can be applied to nearly any type of content. It aids pupils in determining the most significant thoughts and integrating verifiable evidence.

Analysis

I have learned how to analyze a significant quantity of information and compress it down to the most important aspects for easier comprehension. Summarizing has inspired me to write notes properly. It has helped me to focus on important phrases and words in a given text that are vital to remember.

Conclusion

I have learned various tactics of summarizing which has assisted me in improving my summarizing skills. I have improved my concentration power. I have developed my reading skill. Additionally, my speed of writing has also increased.

Action Plan

I will develop my summarizing skills within 3 months. I will use the Summary Map Activity to develop my summarizing skills. I need to practice utilizing comprehension tactics recounting in the Summary Map activity to improve their understanding of what I read and to make a better consciousness of the structural characteristics of a summary.

Referencing Skill

According to Libguides (2022), referencing is a method of recognizing the information sources utilized by the writers in their projects, presentations, and thesis. This encompasses creative ideas, hypotheses, quotes, statistics, and facts, along with visual representations provided by others. Referencing aids in determining the authenticity of the research program's conceptions. Lack of reference is considered a severe violation in the form of educational research work since it shows disregard to the author of the article.

Description

My professor assigned me a project in class that required me to research a topic and prepare an assignment. I have decided to read a selection of texts and look up information on the subject. I have acquired all of the necessary information. I have started to collect the books from the library which I want to research.

Feelings

I was extremely apprehensive when doing the task. Because I am not familiar with references. Prior to learning how to reference. I have always considered referencing to be a challenging task.

Evaluation

I have learned how to avoid plagiarism. It has shown that I am knowledgeable about the issue. It has given me evidence to back up my ideas, opinions, and points of view. I got to know that if I wish to gain insight, I utilize referencing to identify the actual source. It helps me to improve my writing. As per the viewpoint of WordPress (2022), when discussing a topic, referencing is also used to recognize publications, academic journals, and certain other pieces of knowledge. It is completed via mentioning ³the sources of knowledge shortly in the text of my work and generating a chronological reference list at the conclusion. When I have provided references, I have understood that my viewers would be able to examine the material I provide by using original documents. They can double-check the data from the authentic document. This aids

readers in comprehending what I am attempting to communicate in the research study and how close I am to accomplish my aim. It also aids me in proving my points.

Analysis

I have figured out how to credit the author of a book. My capacities to understand have improved. I have established numerous styles of referencing to keep track of the sources I have used in my work. I have used most of my abilities and expertise to convey myself through writing. I chose the words I wanted to use and put them in limited scenarios, which has improved my writing ability.

Conclusion

I have improved my research skills and also have increased the number of reading books which has helped me to reference appropriately. My referencing abilities have improved. I have come to know about different authors' beliefs, ethics, contexts, and ideologies due to my referencing skills.

Action Plan

I will improve my referencing skill by employing the Citefast tool. I will develop my referencing skill within 4 months. I will utilize the guidelines of referencing to make proper referencing in my work. I will also proofread my list of references.

Presentation Skill

As suggested by Tsang (2018), ¹presentation skills are a combination of features that enable an individual to interact with the public, properly send information, attract the public in the speech, and analyze and grasp the listeners' perspectives. These skills develop the ability to interact efficiently and convince others. According to Cleverism (2022), presentation skills serve as a valuable tool in optimizing his or her opportunities for personal development. It also nurtures the presenter's attitude and boosts his consciousness

Description

I got to know about the presentation topic and had formed a group during class. I had devised a system for properly documenting the presentation. Before giving the presentation I have gathered supporting documentation. I had gathered the supporting documentation and produced a list of relevant documents. In class, I had practiced giving a presentation in a group on the assigned

topic. In week 9, I have given a presentation in front of my teachers during class time about the topic of academic and employability skills.

Feelings

When I gave the presentation in front of all in the classroom, I felt shy and was quite afraid to give the speech. I could not give the presentation properly which made the listeners bored. My teacher had given some guidance on how to give a proper presentation in front of the public.

Evaluation

When presenting a presentation, I have understood that I would have to speak loudly and confront the public. When making a presentation, I have realized that I need to make eye contact when speaking. When students enter up using original and interesting slideshows to represent their talk, I have learned that presentation skills assist learners to come up with creative ideas. The usage of presentation tools provides for a more engaging presentation, and creating similar aids can help students build confidence.

Analysis

I have improved my communicating skills and have also learned that how to give a speech in front of the public. I have developed my vocabulary skills.

Conclusion

I have improved my presentation skill. My time management skill has also improved.

Action Plan

For developing my presentation skill, I will use the Visme tool. I will practice the presentation again and again. I will develop my presentation skill within 4 months. While practicing the presentation I will not be nervous.

Conclusion

In conclusion, there is a comprehensive understanding of the report's goal as well as Gibb's Reflective Cycle model. There is a discussion of employability skills. There are explanations of time management skills, presentation skills, summarizing skills, and referencing skills and their importance. Additionally, there are descriptions on the reflection of those skills by applying Gibbs Reflective Cycle.

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