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ACADEMIC AND EMPLOYABILITY SKILLS (ACE)

TASK 2: REPORT

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Introduction

Academic writing is related to evaluating and teaching the ideology for enhancing disciplinary actions for enhancing academic success. Time management is necessary for helping students to prioritise tasks for completing the assignments within time. The study is focused on analysing the reflection on the chosen four topics are Time management, Academic writing, CV Writing, and public speaking and giving presentations.

Topic 1: Time management / Organising study

Time management is seen to play an important role in a student's life as it helps in finishing the work within assigned time to keep out stress. I think studying in an organised manner requires proper time management skills. Thus, Gibbs Reflective Model can be used to get a better understanding of the topic. The model is seen to be covering six stages in reflective learning and these stages are discussed below:

- **Description:** Time management has enabled me to be more effective as instead of engaging in multitasking, I tend to focus on one activity at a time while studying. This way I was able to manage time between my studies and daily activities. I was also able to prioritise my necessary activities and how to manage time. This has made me able to plan and set time on activities and on working them.
- **Feelings/thoughts:** I think time management has allowed me to stay stress-free as earlier I was not able to manage my time and try to study before the exams that have led to becoming anxious and stressed. After understanding the need for time management, I integrated time management into my daily activities. I found it effective as now I am able to study on time by planning sessions and prioritising which topic needs to be covered on time and which I can manage later. I am now also able to manage other activities in my life.
- **Evaluation:** With the help of effective time management skills, I was able to plan my study by preparing a term calendar. In the calendar, I mentioned the assignments with due dates, tests with their dates, other activities, and extracurricular activities. After this, it is necessary to prepare daily schedule that includes everything that is been planned to do on a particular day and execute those tasks in the assigned time (Mello and Wattret, 2021).

Overall, my integration of time management skills in my daily life is fruitful and now I am able to focus on my study with more concentration.

- **Analysis:** Initially I found it difficult to assign time to my daily activities as it was a new experience to me. After some weeks, I was used to working on my planned schedules and executing my activities on time as much as possible. In between, there were a few instances of mismanagement of time because of poor health and not feeling 100 percent well. Then I used to make sure if such a situation occurs in the future how I can manage it. For this, I used to make sure I don't fall sick so I tried to eat healthy foods, have a good sleep, and have positive thinking. So, for me, staying fit and healthy is important to manage time effectively.
- **Conclusion:** I have learned that effective time management is not only important for organised study but for other aspects of life. This is because time management has allowed students to focus on things based on priority (Ping and Xiaochun, 2018). According to my, time management is important for everyone as it will help in living a happy life with proper planning and execution.
- **Action plan:** as per my view, effective time management will be beneficial for me at the workplace in the future as I will be able to increase my productivity by finishing tasks or projects more quickly. I will also be able to maintain a work-life balance as it will be able to live my personal life happily. In order to get this quality, a student needs at least six months to learn how to manage time effectively.

Topic 2: Academic Writing

Academic writing is about focusing on gathering evidence along with focusing on the topic. Academic writing is focused on understanding the readers for experimenting with the results and gathered data. The purpose of academic writing is persuading, analysing, and informing (Adeani *et al.* 2020). Thus, Gibbs's Reflective Model can be used for enhancing the sense of the topic. The model states about promoting the work in a better way, which are:

- Description- As per my understanding, Academic writing is about producing, codifying, and evaluating the learning knowledge along with sharing the ideology. It is related to explaining, narrating, and persuading the things for preparing students for doing better in the future (Ahmed, 2019). I believe having an idea on these aspects will be beneficial at the research level where people need to make their own dissertations or articles.
- Feelings- While performing work regarding Academic Writing, it is necessary to avoid unethical conduct. As per my understanding the unethical processes such as copy-pasting or using someone else's research. These are things that are known as academic misconduct which is strictly prohibited in this case (Febriani, 2019). There are many software's available that people need to be aware of, which helps in analysing if any academic misconduct has been done in the project or not.
- Evaluation- As per my opinion, students need to be aware of the academic writing for reviewing the original academic writing. There are different types of academic writing that are included of Abstract, Booking Report, Essay, Research Paper, and Thesis (Akbas and Hardman, 2018). If the different forms of academic writing are not understood properly then the structure can be mixed.

- Analysis- I have seen that sometimes students do fall for the trap of making their project from outsiders, which is an unethical practice and is strictly prohibited. Also, in-depth research is needed for finding things related to the project. There are some unreliable resources, which need to be avoided. Using clear and precise language is necessary to ensure things are been understood exactly what is meant.
- Conclusion- There are certain skills that are needed in this area and those are related to avoiding hedging, and it is needed to be authentic by using authentic sources (Dressler *et al.* 2018). As per my experience, certain qualities are needed to be maintained such as providing evidence, using valued methods, and arguing over different writers' views. It helps in developing the valuation of the project.
- Action Plan- It has a requirement of dividing work by following a proper planning process. It requires tasks to get prioritised along with setting milestones. Monitoring and evaluating the ideas are necessary to write things down effectively. I believe at least a time period of 6 months is needed for any student to grand these qualities.

Topic 3: CV writing

CV Writing is the process of making an effective CV in order to get the desired job. Thus, using Gibbs Reflective Cycle, this topic can be understood easily. The six stages of this model are discussed below:

- **Description:** CV writing has to provide me with the understanding of making an effective CV and what are the key points that are important to keep in mind while making a CV (Dhaliwal *et al.* 2018). I was also able to understand what should need to be done to make the CV attractive and effective.
- **Feelings:** As per my view, a CV is the overview of a person when applying for a job. It is a piece of paper that explains the brief details of a person's academic and skills. In order to land a dream job, I believe having a strong and effective CV is crucial. Earlier I was not aware of the importance of an effective CV.
- **Evaluation:** As per my view, CV writing has made me understand the importance of what kind of skills are necessary to get the dream job. I also learned about how to present my personal information like strengths and weaknesses appropriately in the CV. I have seen that presentation and formatting is also necessary while creating CV as the format speaks a lot about the candidate.
- **Analysis:** I was able to understand the basics of CV writing. I utilised all the gathered information I learned in CV writing to prepare my own CV. In case proper works are not been used properly than CV does not have any value as most of the time recruiter selects CV based on the skills that they are looking for (Markkanen *et al.* 2020).
- **Conclusion:** I learned what are necessary things I need to do to make an effective CV. I understood the correct method of writing a CV and it helped in putting the right frame of

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mind in job searching. As per my opinion the achievement areas are also needed to be quantified for developing a good CV.

Topic 4: Public speaking and giving presentations

It makes people be able to speak in public and this case use of Gibbs Reflective Model and the aspects of the model are;

- **Description-** I believe having these skills are necessary for sharing thoughts and ideas. Analysing the 5P's of presentation are related to Preparation, Planning, Practice, Consistency, and Performance (Li and Peng, 2018). It will make students be able to provide presentations in front of other people, who can be unknown too.
- **Feelings-** There are issues which has occurred in my case and that are related to lack of confidence and lack of attention. Lack of time management has also affected me and thus I need to make people aware of it so that such issues other students do not have to face.
- **Evaluation-** I believe it is necessary for the students to have background information about the topic as there might be questions regarding the presentation and not having an idea about those can be an embarrassment and also can create a negative impact. Also, having speech impediments are necessary to provide the whole presentation in a proper way (Miner and Nicodemus, 2021).
- **Analysis-** Confidence is good but overconfidence can be harmful and most of the time I have seen students think that they are able to present things without even preparing the basics. This is something that needs to be avoided on a strict note. Self-perception is needed for overcoming any barriers to speaking.
- **Conclusion-** As per my knowledge, public speaking or presentation both requires confidence, passion, engagement with the audience, and self-awareness to introspect things. Keeping a positive attitude is also necessary to deal with any situation or question (Zakaria *et al.* 2020).

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- Action Plan- Developing such skills needs lots of practice and dedication as it is related to improving personal skills and for that, it requires at least 6 to seven months or can be more than that based on the ability of the student. Communication is one of the essential things that is needed and up skilling that aspect is necessary before focusing on other areas.

Conclusion

The study has been based on analysing the topic by using Gibbs Reflective Model. It has been mentioned about the areas that students need to focus on along with mentioning the ways of enhancing skills. In case of public speaking and giving presentations, it is needed to have certain skills such speaking, managing audience and maintaining positive attitude is necessary for focusing on certain areas.

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