

Academic and Employability Skills Report.

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Introduction

Reflective writing can also be referred to as personal writing, reflective writing is writing based on your own experiences (harappa.education 2022). Graham Gibbs developed the reflective cycle in 1988 in order to build a structure of learning and developing from experiences. This reflective cycle provides a system for analyzing the experiences, and because of its repeating nature, it goes well with recurring experiences. This is a reflective paper that will shed light on how I improved my various skills after I attended modules based on it.

Time Management

The process of time management helps in planning and organizing your time appropriately in order to do different tasks. Managing time appropriately would allow a person to work efficiently Arumugam et al. (2018). In this modern world, a person needs to do smart work instead of hard work and time management is a very essential part of working smartly. The most successful men around the world follow a properly balanced schedule which helps them in time management. Time management would not just lower the work pressure but would also help in getting better results and improve a person's professional reputation. Time management can result in improving a person's overall life. Though the importance of time management has been discussed more recently, the idea of time management was present in the mid-50s as well as per Sainz et al. (2018) The growing importance of time management has even been reflected in practical and theoretical publications. In the 1980s various studies described the principles of time management and concluded that people should identify their goals in life and maintain time logs in order to do proper time management for improved productivity.

Gibbs Cycle

Description

In the past few years, people have started identifying the importance and need for time management. According to various studies, the importance of the temporal dimension in terms of work has increased due to the ever-growing competition in the global market and the increase in demand for the urgent availability of services and products (corporatefinanceinstitute.com, 2022). However, at first, I found it very hard to maintain my focus while doing my tasks as I was getting distracted but slowly I identified my problems and acted accordingly to manage my time in a better

Feelings

Various reports suggest that the pace of doing work in life has increased because of the increasing demand for services and products that have made the purpose of time management more important. However, I feared that my lack of time management skills will result in me being unsuccessful. In the beginning, I was not able to concentrate on doing my tasks for a long time and felt very disturbed while doing the task. But slowly I realized that managing my time made me more efficient and allowed me to work smartly.

Evaluation

The problems that I faced were not being able to maintain my focus and concentrate while doing a task and scheduling my next tasks incorrectly. But later, the good thing I realized by doing time management was that I became more efficient and productive. The bad thing that I realized was that if I had managed my time like this before, various things in my life would have been different in a better way.

Analysis

The process of time management has helped me a lot. My punctuality in finishing my work before the deadline has helped in become more productive. In addition, I got sufficient sleep, created a list of tasks that were important as well as urgent and started to prioritize the tasks that were not important. These steps helped me in managing my time better.

Conclusion

By following the method of time management I learned that in order to succeed in life, it is crucial to follow a schedule and understand the urgency and importance of a task.

Action plan

The next time I face this kind of situation, I would make a list of tasks that are urgent and important and prioritize finishing those tasks before other less important tasks.

Academic Writing

The skill of academic writing is something that not everyone knows. The quality of academic writing depends on the quality, structure and referencing of the content. Academic writing can be classified as an assignment that comes with certain instructions. An academic writer needs to follow the given instructions and write the articles in an academic format while maintaining the quality of the writing. Academic writing plays a huge role in developing a person's analytical

thinking (uefap.com, 2022). Academic writing also helps a person in knowing things about office life that you would not know, lastly the most important thing that a person can learn through academic writing is professionalism.

Cibbs Cycle

Description

It is very important to recognize that writing is the most crucial part of academic work. I was facing a lot of problems before. In the beginning, I did not focus on the introduction and conclusion of the content which hampered the quality of my content but slowly after gaining knowledge about academic writing I started to focus on writing the quality introduction and conclusion for my content which gradually improved the quality of the content.

feelings

I did not realize before why the quality of my content was not good enough but now I am able to understand that the structure plays a vital role in maintaining the quality of the content. I was fearful that if my academic paper gets published then I might feel bad if I receive negative comments after publishing work. But as an academic writer, I should understand that not everyone has the ability to understand simple propositions and continue their academic work. People might misunderstand the view of an academic writer so the academic work done by a writer should never stop because of the negative comments.

Evaluation

A quality academic writer should choose a small topic and deeply research that topic in order to provide all the information related to the topic through the article. Everything that an academic writer writes in an article should make sense and have proper evidence to back the information given in the article. With the help of this module, I have been able to improve my academic writing skills and feel confident that now I have the capability to complete quality academic work.

Analysis

This module has helped me to understand that evidence to back the information in my article, having proper structure and sense in my article is crucial.

Conclusion

The things that I learned from this module are that the structure and the quality of writing are very important. A proper conclusion and introduction are critical to writing a quality article.

Action plan

The next time I get a similar task of academic writing, I will focus on the quality of the content by writing proper conclusions and introductions for the article and also have proper structure for the content.

Paraphrasing

Paraphrasing can be referred to as a technique or skill to write a sentence that will have the same meaning but would be written differently (Merriam-webster.com, 2022). Developing the skill of paraphrasing would help a person to understand the questions in a listening or reading text. Paraphrasing can be done by just shuffling the words, changing the sentence structure or by utilizing synonyms. Paraphrasing requires a person to understand the complete sentence that is asked or given so that the sentence can be written differently without changing its meaning (Willev'een and Andrew's, 2019). When a person has a good vocabulary then paraphrasing a sentence becomes easy.

Cibbs Cycle

Description

The first problem I faced while paraphrasing sentences and phrases was that I was unable to paraphrase the sentences because of my weak vocabulary. But I started working on this problem by reading more books with quality English to improve my vocabulary. The second problem that I faced was structuring the sentences while paraphrasing. After attending this module I was able to improve this problem of mine by reading more articles and improving my vocabulary.

In the beginning, I found it tough to paraphrase a sentence, but gradually with help of this module, I started working on my vocabulary to improve my paraphrasing skill.

Feelings

The term paraphrasing, as per various reports, has been defined as an idea of changing texts and retaining the same meaning as the original text (Itoy and Grangier 2019). Paraphrased lines hold the exact meaning as the original lines even after utilizing different syntactic and lexical elements from the source. The skill of paraphrasing is different from summarizing because paraphrasing a sentence doesn't shorten the sentence's length. However I lacked this skill. The process of paraphrasing was really confusing for me in the beginning but slowly I understood the basics of paraphrasing with help of this module and now I feel confident in paraphrasing sentences.

Evaluation

The most important thing to do in order to paraphrase a sentence is to understand it properly, this step requires good vocabulary. Then the second thing to do is to recognize the critical parts of the sentence and then write the sentence differently but without changing the meaning of the sentence. The benefit that I got from this experience was that now I know about the technique of paraphrasing. This module even helped me to know about the importance of paraphrasing at various stages of life.

Analysis

Majority of the researcher and writers while doing paraphrasing focus on changing syntactic structures and word use in order to keep the meaning of the paraphrased sentence the same as the original sentence. This module has helped in grow my vocabulary and improved my listening and thinking skills which are very important in today's world.

Conclusion

The basics of paraphrasing became clear to me with the help of this module. I understood the step of structuring the sentence while paraphrasing.

Action plan

In future whenever I would get a situation where I would be given the task to paraphrase a sentence, I would use my vocabulary and remember the process of structuring the sentences.

Personal reflection on the individual presentation .

The individual presentation regarding public speaking and presentation was a challenge for me because I spent a lot of time working on it, and usually I am not good at speaking in front of people. Another challenge was the fact that was held online, and I was not prepared for the technical issues, and I was not used with the whole process.

Before the presentation started I was nervous, and agitated, but I decided to be first to present.

I felt a bit uncomfortable, I made some reading mistakes, but at the end I got used to it, and with a little bit of practice in the future I will accommodate with presenting my work in front of other people.

Conclusion

This reflective essay highlighted how I was able to improve different skills of mine after attending different modules. In order to better analyse the entire process, I have used the Gibbs cycle. I have also stated how the module is going to help me in my future career.

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