

Academic and employability skills

Introduction

In this report I will be evaluating and reflecting on my learning of this module, academic and employability skills. In this self reflection report I will be talking about three topics I studied in this module. During module I struggled with the executing self evaluation and I still do struggle with it. So, this self reflection report will be a challenge for me to do but I will try my best. My chosen model of reflection is the Gibbs reflective cycle. The Gibbs reflective cycle was developed by Graham Gibbs in 1988, it was developed to give structure to the concept of learning from one's experiences. The cycle broken down into six different stages; description (of the experience), feeling (thoughts about the experience), evaluation (both good and bad), analysis (making sense of the experience), conclusion (what you learned from it) and action plan (how to deal with similar situations or changes you would make). (The University of Edinburgh, 2020).

Description

The three topics I will be evaluating myself on are, Time management/ organisation, Public Speaking, and my summarising skills.

Time Management:

Time management is when you find a way to use all the hours in the day efficiently and productively to better your time and meet deadlines. To be able to have enjoyable time management skills, the individual should categorise tasks into two groups. Urgent and important. Urgent tasks would need immediate attention, these would be the tasks that have deadlines and/ or tasks that if not done will lead to grave consequences. An example of urgent task would be paying an important bill or submitting an important piece of work. An important task is a task that needs to be done/ should be done but there is not necessarily any deadlines or consequences for not doing them on time. An example of an important task would be washing your hair for example because nothing would happen if you did not wash your hair. To be able to have good time management and organisation skills you will have to put all your urgent tasks first so that you do not miss any deadlines. Then you should schedule all of the important tasks around the urgent tasks all while still leaving yourself time to sleep and have a rest period. (Skills You Need).

Public Speaking:

Public speaking is the act of giving an oral Presentation in front of a group of people. The number of the amount of people in the group does not matter, whether its five people or 50000 people, big or

small it is still considered public speaking. Public Speeches can cover a wide range of topics that can be spoke about by the speaker, it just depends on the purpose of the speech. The goal of the speech could be to inform people of a service, to educate (lecture), entertain (a comedy show) or influence the audience. Public speaking is different an online presentation because it is limited to a specific time and a place. Where as an online presentation can easily be accessed anywhere at any time. For example, some universities have given their students accesses to lectures and assignment briefs via pre-recorded lectures and Power Points. (Spencer, 2021)

Paraphrasing skills:

Paraphrasing is a skill that an individual will use when writing a piece of text when they got the information from another piece of text. To paraphrase you will need to read the text and find the meaning of the authors words and the re write them in your own. This does not mean just making a few changes with words or sentences. It means coming up with a completely new piece of text using your own words while still sticking to the authors original meaning. In some cases, in the original text there could be an important piece of information that you cannot change, e.g., a date of an event. In that case you should add a short direct quote in your own text and add intext citations and a reference at the end of your work to clearly show that you are not trying to pass someone else's work off as your own. This is known a plagiarism. (Australian College of Applied Psychology).

Feelings and Evaluation

In this section I will be talking about personal opinion and feeling toward all three of the topics I have chosen to talk about, which were covered in the module. They are Time management/ organisation skills, Public Speaking and Paraphrasing. I will also be evaluating my own experiences with them and talking about what was both good and bad about them.

Time management/ organisation skills

My feelings towards time management skills and organisation skills are one of confliction. The concept of planning and organising tasks so that you get everything done within a goodtime frame or before the deadline makes a lot of sense. It would honestly make life easier because all your time is scheduled to your own needs so that you are not rushing to complete something at the last minute. I think as a whole it makes sense and is good for most people. On the other hand, for me I find it extremely hard to stick to a schedule or a plan. This is hard for me because I have ADHD and I find it extremely hard to stay focused on one task for longer than around 20 minutes. So even though I do try to stick to my original plan/ schedule it never exactly works out and I end up doing the bulk of the task last minute and that in itself is frustrating to me. I am constantly feeling as if I will not be able to complete it because of my lack of concentration. So, for me time management and organisation skills are two skills that I will always struggle with as a whole but a schedule does help me get started on urgent and important tasks that I need to do. I feel that if I did not have ADHD my time management and organisation skills would be 70% much better.

Public Speaking

I despise public speaking with a serious passion. There is no good that comes from public speaking for me. I am fully aware of why public speaking is a thing and why it is important. I am also aware of why it is a huge part in all modules of the course, it encourages students to improve their talking skills for the desired careers and for them to gain confidence. For me this is the worst form of assessment as I suffer with really bad anxiety. The thought of speaking to a group of people whom I am not comfortable with can trigger me to have a panic attack. I have never been a public speaker nor an outgoing person that shines or thrives when all attention is on them. Even if the presentation is for only five minutes in those five minutes of me talking, I have stopped myself from crying at least twice and stopped myself from being sick once. It is not that I lack confidence because I have a huge amount of confidence around people, I am comfortable with or in large groups when everyone's attention is not on me. Personally, I think that public speaking should not be forced onto anyone because you could be unaware of what type of deep rooted issues or problems one might have with it, and you do not know how they might react to it because some people can have nervous breakdowns and panic attacks over it.

Paraphrasing

To be truthful my opinions on paraphrasing are not strong at all. I am aware of why we paraphrase and that we use it so that we do not try and take credit for somebody else's already published work. I have no bad to say about paraphrasing, I am not saying that I like or enjoy it, but I find it quite easy and a simple skill. I do not struggle with it at all, all I do is read the original piece of text and understand the meaning of it and write my own text using my own words but keep the authors essence/ meaning or point of the text.

Analysis

Time management/ organisation skills

Time management and organisational skills are extremely useful to most individuals in the world as it helps them organise their time and their tasks much better without becoming overwhelmed. Unfortunately for me and people who also suffer with ADHD it will only ever help at around 40% compared to other people. I do believe that time management skills and organisation skills are very much useful.

Public Speaking

I believe that public speaking skills are only useful for individual's that have chosen a career where it is necessary. An example of those career is a salesperson, a comedian, a poet, a teacher and many more. Personally, the skill of public speaking is not one that I need, nor do I wish to do it or improve on it, so it is very much not useful for me.

Paraphrasing

Once again, I do not have much to say about paraphrasing. I will say that paraphrasing is useful so that me or anyone else does not get accused of plagiarism. This out of the topics is probably the most useful one for me.

Conclusion

I conclude this self-evaluation report by saying that I appreciate learning about the different topics. As a whole I will say that I have learnt a lot of skills that I could possibly use in my future and there are some skills that I will not be using in my future. For example, I will be using the paraphrasing skills in my future. I would like to be able to improve my time management skills as much as I possibly can, so that it can help me in prove. The skills I will not be using in my future is public speaking because I have no need for it, nor do I ever want to use it or improve on it.

References

- The University of Edinburgh (2020) *Gibbs' Reflective Cycle* Available at: <https://www.ed.ac.uk/reflection/reflectors-toolkit/reflecting-on-experience/gibbs-reflective-cycle> (Accessed: 2 August 2021)
- Skills You Need *Time Management Skills* Available at: <https://www.skillsyouneed.com/ps/time-management.html> (Accessed: 2 August 2021)
- Laura Spencer (2021) *What is Public Speaking? And Why is It Important? (Definition + Tips)* Available at: <https://business.tutsplus.com/tutorials/what-is-public-speaking--cms-31255> (Accessed: 2 August 2021)
- Australian College of Applied Psychology *Summarising and Paraphrasing* Available at: <https://sls.navitas-professional.edu.au/summarising-and-paraphrasing> (Accessed: 2 August 2021)