



## REPORT

### ACADEMIC AND EMPLOYABILITY SKILLS

Author: Bryan Custodio

Lecturer: Anita Nan

Date: 20-04-2020

## CONTENT

|                       |     |
|-----------------------|-----|
| 1. Introduction ..... | 3   |
| 2. Description.....   | 3   |
| 3. Feelings.....      | 3   |
| 4. Evaluation.....    | 3   |
| 5. Analysis.....      | 4-6 |
| 6. Action Plan.....   | 6   |
| 7. Conclusion.....    | 7   |
| 8. References.....    | 7   |

## **1. INTRODUCTION**

The purpose of this report is to reflect what we have done and learnt in class. All this will be done by using Gibbs reflective model. I will show in detail how my report is going to be organised and what it will say.

The mission of this report is, apart from what I mentioned before, to reflect what we have learned with the experience and to reflect what we have done in a specific activity and how we could do it better the next time we face a similar situation.

## **2. DESCRIPTION**

I will start saying this is my first year in high education in a different language than my native one, being told and explained what to do in class, the time was in the evening so my mind was active and could listen perfectly to what the lecturer was explaining to do. Then, concerning the explanation, the context of this writing report is to reflect to my readers what my class 8, including me, have learnt and studied. Our class was asked by the lecturer to compose a reflective report. In order to do this, I have chosen to use Gibb's method of writing, which is a system of writing that shows about the experiences people have had during a specific situation, event or activity.

We learned there are different academic and employability skills.

## **3. FEELINGS**

At the beginning of this module I had no idea what this model, the Gibbs reflective cycle, was about, I did not even understand what to do. Knowing that this was the first time I was developing this kind of assignment. I thought the reflective idea was something new for me so it would take time to understand it but at the same time I knew it was going to be a good thing as I would learn a new method. I felt totally lost but with the explanations of the lecturer and with my one research I got the idea. I felt no fear, no stress, I only felt very confused about all this.

## **4. EVALUATION**

Indeed, learning new academic and employability skills for future jobs is always a good thing. The best thing is to put in action all these skills in order to do a better job or do something productive in your daily life.

Things went good, my colleagues took the situation the same as me, I reckon I knew how to handle learning a skill like Gibbs reflective cycle. My class colleagues helped as well to understand the assignment better so in that case we felt positive.

At the beginning I had no clue of what to do but with the time I have learnt new skills, for example how to reflect the ideas of something deeply, how I could tell what something brings to my mind and write it down. Methods like paraphrasing or referencing, way important for future reports, or even essential in the job market to find a job

## 5. ANALYSIS

**1.PARAPHRASING.** I will add some examples of what I have practised in class and done related to paraphrasing skills.

This exercise basically is to write the ideas of another person in your own words. There are 3 techniques that will help me which are using synonyms (different spelled word which has the same meaning than the current word), changing the word class (converting nouns to adjectives and converting verbs to adjectives) and changing the word order.

We have done several exercises in class to practice paraphrasing, for example, an exercise we have practised in class (see appendix):

(This is a given example)

Universities place the burden of understanding plagiarism and attribution conventions on students.

(This is what I have paraphrased)

The responsibility for the burden of understanding plagiarism and attribution conventions on students are placed by universities.

This method is a good example on how we could change the word order but at the same time, we keep the same idea. It could be helpful for me, for example at the time of doing some paperwork as a manager and dealing with complaints.

At the time of doing this part of the previous assignment I paraphrase from different sources to not plagiarise what others stated or wrote. I learnt the idea of changing the order of the words in order to reflect the main idea of something that I read. Paraphrasing is a good skill as it helps you to understand not to copy exactly the words already written in a different article or report, by in the other hand, it was difficult because I had to change the orders of the words

**2.SUMMARISING.** I will add some examples of what I have practised in class and done related to summarising skills.

Basically means to concisely write the main ideas of a text or something written by another person. Make a summary.

This part of the report has been very useful for me because I thought I knew how to summarise a text but after practising with the work in class I learnt a lot. It helps to not just copy the same text you see but to think about more options and write them down in different words and saying the same thing.

Summarising will bring me more knowledge when I have to make shorter the information I have from managers or deal with other companies and explain the new information more concisely. Another way is when you speak, making summaries is easier and people are expecting to not listen to long speeches, they just listen to something concisely, it is more effective.

Summarising helped me a lot as I sum up what I read from other different source's information. Learning about summarising was totally good because it makes it easier at the time of reading the new information you have summarised as you have made it shorter and less tired when you try to get the idea.

**3.REFERENCING.** I will add some examples of what I have practised in class and done related to referencing skills.

We have practised the referencing at class which basically means to supply citations with sources of information, it could be taken from books, edited books, journal articles, newspaper articles, web pages.

This method has helped me a lot as I learnt how to make references which is so important as it provides evidence to support my assignment.

Example of referencing (exercise in class):

.The Complete Guide to referencing and avoiding plagiarism by Neville, Colin Book. English. 2nd ed. Published Maidenhead : Open University Press 2010

-Neville, C (2010) The Complete Guide to reference and avoid plagiarism. (2nd Ed) Maidenhead: Open University press

Referencing when you bring information from different authors and articles is so important. I knew it was a compulsory idea to reflect and reference them but I did not know how.

In this case it is more relevant as referencing is one of the most important and useful skills in the meanwhile you are doing a report. We practised a lot in class with the previous lecturer and we put it in this report as a proof we learnt properly the referencing lesson.

FIRST TERM: A review of what we have seen and learnt last term as communication skills, the Eisenhower table, personal and interpersonal skills, employability, recording analysis, how to plan and be a good planner as well as paraphrasing, summarising and referencing.

#### **4.CV (COVER LETTER)**

The importance of writing a proper cv or cover letter is so relevant when you apply for a job. This is a great thing to learn as it opens you to big opportunities in the job market. A good presentation of you shows how you can sell yourself. It is an introduction of yourself, writing a nice cover letter creates a great impact on the employers who read the cover letter and this could be an advantage when you are competing for a job, especially nowadays in a competitive job market.

.CV & COVER LETTER-reflective writing:

'I learnt about CVs, not to add pictures of your face, add the things you are interested in hobbies like reading books, swimming, listening to music, the jobs you have worked and the dates as well.

The languages you speak and the level you have about that language'

16th October 2020

141 Brixton London, UK  
bcusto@hotmail.com

Dear ...

I am writing this letter to apply for the Project Manager position. My friend (name) suggested that I contact you directly.

I am a confident person who speaks 3 languages, Spanish (native), English and Italian...

## **5. REFLECTIVE WRITING-ANALYTICAL THINKING**

This method or skill is used when you analyse or check all the progress you have thought or done in order to reach a goal or achieve something.

It is done by writing your personal experiences, by writing in first person and sometimes in informal language, by writing how and what you have advanced in a period of time and it is more about talking in an emotional way rather than an objective way.

.ANALYTICAL THINKING-reflective writing:

'A thinking that gives the ability to solve problems quickly and effectively, it helps you with complex issues, at the time of making decisions'.

In conclusion, learning these five skills between the first and second term were essentials during and after the lessons, it gave me a much better understanding of how to improve my own reports with my own words and also improved my skills in my job.

## **6. ACTION PLAN**

Of course if I had the opportunity to do this report again, based on Gibbs reflective cycle, I would do it again better. I would take more time to find better resources and read more carefully what I have learned and reviewed all more carefully and detailed.

I would listen more carefully at class as I did not pay enough attention and understand more about the process on how to do the assignment better. Asking more to the lecturer about the doubts I had about the work.

## 7. CONCLUSION

In conclusion, in this report I have reflected what I have viewed and learnt from the first term, I organised everything in 9 different points (introduction, description, feelings, evaluation, analysis, action plan, conclusion, references and appendix), all these points summarise perfectly the idea of what I understood from last term and what I understand using the Gibbs reflective cycle.

I would repeat this work again in the future due to the positive impact it had on me, due to the improvement of my skills and understanding of the lessons.

## 8. REFERENCES

.UEFAP (2019) Paraphrasing exercise [online]. UEFAP [Viewed 30 December 2019]  
Available from:

<http://www.uefap.net/writing/writing-reporting/writing-reporting-paraphrase>

.Moodle (2020) 'Academic writing: summarising', Available at:  
<https://moodle.uwtsd.ac.uk/course/view.php?id=6958> (Accessed: 16 April 2020).

.Modle (2020) 'Referencing' Available at:  
<https://moodle.uwtsd.ac.uk/course/view.php?id=6958> (Accessed: 16 April 2020).

.Moodle (2020) 'Writing a cover letter', Available at:  
<https://moodle.uwtsd.ac.uk/course/view.php?id=6958> (Accessed: 16 April 2020).

.Mind Tools (2017) 'Gibbs reflective cycle', Available at:  
<https://www.mindtools.com/pages/article/reflective-cycle.htm> (Accessed: 16 April 2020).

.Reflective Cycle Gibbs (2011) 'Reflective cycle Gibbs', Available at:  
<https://my.cumbria.ac.uk/media/MyCumbria/Documents/ReflectiveCycleGibbs.pdf>  
(Accessed: 16 April 2020).

.Reflective Writing (1995) 'Reflective writing' Available at:  
[https://library.leeds.ac.uk/info/14011/writing/113/reflective\\_writing](https://library.leeds.ac.uk/info/14011/writing/113/reflective_writing) (Accessed: 16 April 2020).