

**ACADEMIC AND
EMPLOYABILITY SKILLS –
BMSW4001
ACADEMIC REPORT**

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Introduction

Employability skills are referred to as transferable skills that are needed by an individual for the growth of their professional career. Besides strong professional knowledge and subject-matter, managers also identify a package of skills from an employee that they like. This helps the individual to learn new skills and share their knowledge with their fellow colleagues that would help them to get ideas about the current market demand and would assist them in understanding the need to pursue the professional path. In this report, I have discussed my employability / transferable key that I have learned during my internship and how this has helped me to analyse my performance with the help of the Gibbs Reflective model. I also have mentioned the learning and the part which I still need to learn that would contribute towards my professional and personal growth.

Body

Self-reflection theory assists the individual to understand their ability to improve and what are the options available for them to develop their skills and knowledge (Coullie, 2020). I have learned that self-reflection is the way through which I would be able to understand the requirement of the skills and knowledge at my workplace, this also helped me to understand the expectation of the superiors and how I would be able to develop new skills to cope in the changing environment and improve my professional career this has been discussed under with the help of the Gibbs reflective model that is the step by step description of the work that is been done and how I see the things at my workplace.

Paraphrasing

By the term paraphrasing I have understood that this helps to change or add different words to the sentences this can be done by adding opposites, synonyms or by changing the sentence from active to passive and other way. I have learned that paraphrasing can be done by referring someone else's work or just by changing the working of the blogs and other articles that are available on the internet this is known as the part of plagiarism wherein there isn't mentioned the source from where the data is been paraphrased (Prentice and Kinden, 2018). I have also mentioned Gibbs's reflection model through which I got the better idea of paraphrasing and its cause in my mind.

GIBBS REFLECTIVE MODEL

Description

During the training session we have been provided some of the assignment which would help us to understand the essence of the training and what all are the topics that has been covered in the class by which we would be able to summarise our knowledge. I have been successful in collecting the data for the assignment wherein I studied the lecture notes and this worked as an assistance in forming the base of the report which I was going to present at my seminar (Markkanen, et al., 2020). However, I have also known that paraphrasing someone's work is an offence and people doing that in the class would be given strict punishment might also get banned from the lecture.

Feelings

Our professor showed us various examples of paraphrased work that they have kept with them for an example, I think this was the main reason, why many students weren't able to perform well during their final examination as the lecture notes and assignments that were made by them were someone else's work and they submitted them as their own which didn't provide them the idea behind the topics that were taught in the class.

Evaluation

After the understating of the situation and how paraphrasing can be used by an individual for reference, I have also consulted my professor about correct way to use the information collected from different sources wherein I used reference of blog and then mentioned the credit to their author and also during this search I also found that in some of the countries in the world paraphrasing is been considered as the crime which is punishable at great level (Prentice and Kinden, 2018).

Analysis

We have been taught how paraphrase work and there is application that are easily accessible that can be used to change the matter and paraphrase it in seconds. I have looked into some of the sites and also understood how this works, however paraphrasing is not always an offence, but one has to change the working so that there

isn't plagiarism (Markkanen, et al., 2020). Plagiarism detector catches bad paraphrasing which is used to protect the work of authors and content writers.

Conclusion

My learning about paraphrasing and its uses has led me to understand the importance of genuine work and the people who are using paraphrasing are the ones who aren't smart enough to mention the source and also, they aren't putting the effort to do work by themselves. Me and my friends also gave brief about the effects of paraphrasing and effective methods that can be used to paraphrase the work without getting plagiarism.

Action plan

Furthermore, I have decided that I would always keep looking for various paraphrased essays and try to understand what methods were used and how the person changes the sentences and what all are the innovative ways to highlight the stories and topics in other words (Prentice and Kinden, 2018). It is not always paraphrasing is considered bad but correct methods and mention of the source is important.

Summarising

As studied and understood by the various methods I know that summarising is the short description of the whole report, article or presentation that would include the essence of the whole passage wherein it can be in form of bullet points or paragraphs the main aim is to give the idea about the paragraph and its content. I have discussed how I understood the effective way to understand passages and ways to summarize.

Description

We were provided a passage and given the task to understand the essence of the passage based on which we were asked to summarise the paragraph. This has been very helpful for me as I was able to understand what summarising of a paragraph means and how someone can easily understand the whole idea behind the passage that is been mentioned (Roy and Grangier, 2019). I have been able to summarise the passages based on their understanding and important facts that is been mentioned.

Feelings

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We have been attempting lots of passages and trying to summarise it initially but always we missed a part or two however the summarising part that was mentioned by the professor; later in our lecture helped me to understand how can we search for the key points and what all are the requirements to form a summary of the given data. This also helped me to understand the basic of the topic and presentation that we would be going to present during our semester.

Evaluation

Based on the summary that I wrote during our practise feedback was provided which helped me to understand the points where I needed to focus and how one line covers 2-3 points mentioned in the paragraph. The step-by-step process that was told to us by the professor helped us to understand that summary's length is only one third of the actual passage (Roy and Grangier, 2019).

Analysis

As per the lecture notes and the passage that were given to us during our classes I have been able to make summary of every material that was available to us which has helped me to understand the topic in an effective way, I just must read the important points and I am able to get the core essence of the paragraph that is been mentioned.

Conclusion

I have made notes of summary for different topics so whenever the topic that is been taught or we have any examination this helps me to take a quick review of the key points and based on my work and summary that I have wrote during my lecture professor also allowed me to review the research paper that was made by one of the students (Roy and Grangier, 2019). My task was to summarise the paper and highlight the key points in front of the class.

Action

Summary planning and understanding of the key points has been very helpful for my development as I have been able to effectively mention the key points and, I can understand the paragraph in an effective way. The effect of the summary over the subjective matter helps me to understand that not every point that is mentioned is

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important but there are some key words and points that is used to describe the overall scenario of the passage.

Academic writing

As I have researched about few things during my lecture, I came to understand that academic writing refers to the concepts, methods and theories that are used to form a report which is generally based on the academic topics and the subjective matter that is been mentioned during the class or the theories that is already been present in the books that is given to us for reading. The academic writing and how I learned about the meaning of academic writing has been explained with the help of Gibbs reflective model (Zemach and Rumisek, 2016).

Description

Understanding the use behind academic writing is essential that I have understood during my lectures. I learnt that academic writing contains researching and the theories and methods that I have used during my research has helped me to understand the idea behind various topics and how this can be used in the practical life to develop certain skills and gain knowledge about the situation. I have also used these as an example in my studies to give effective examples.

Feelings

I have understood that the methodology and theories that is been used in the academic writing is the theoretical form of the practical aspect that is been mentioned by the authors, I have studied the example wherein the authors mentioned the theories with the practical life situations and how can be also use some of the numeric approach to identify the needs (Zemach and Rumisek, 2016). We can also implement these theories in the practical life examples.

Evaluation

Evaluation of the theories and its related aspects has been one of the challenging tasks for me wherein I have to understand what the theory is saying and the main reason behind the data that was used by the author to lay on theirs and how practical it can be these all are the things that were in my mind when I understood the theoretical aspect of the practical implications. Gibbs reflective theory is one of the parts of the academic theories and writing.

Analysis

According to me the purpose that is behind the academic writing is to communicate the essence of the theory / topic. I have understood that a person's writing is the showcase of their mindset and their thinking ability thus the academic content that is strong and conceptual will highlight the thinking ability of the student (Zemach and Rumisek, 2016). Therefore, it is important for us to learn how best we can adopt the theoretical aspect of academic content which would further help to understand better

Conclusion

Based on the study and understanding of academic writing I think that it should be made compulsory for every educational institute to highlight the use of academic theories in the practical life situation which would help the students to understand the practicality of the theories and concepts and how it can be used in their professional careers.

Action

I personally think that this is one of the most effective way to enhance the career thus I would be using academic writing in my professional life which would help me to understand various situations and, I would be able to implement effective strategies to deal with the discrepancies at the workplace if any (Zemach and Rumisek, 2016).

Conclusion

This report comprises of the reflective model that is been used and how it helps to understand various topics that would eventually contribute towards the professional growth. However, this also assisted in understanding the use of certain theories and what all are the legal and illegal ways of paraphrasing the passage. This also has the self-reflection model of summarising wherein it has been discussed how can one summarise the passage by finding the key points.

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