

Name: Kolawole Kehinde Pius

Student Number: 2017909

Module code: BMS4001

Module Title: Academic and employability skills

Lecturer name: Timothy Hopkins

RISIT WORK

Introduction

Gibbs' reflective Cycle

Description

Feelings

Evaluation

Analysis

Conclusion

Action Plan

Conclusion

Reference List

Introduction

Gibbs' reflection model is used in research to reflect an experience of people. In this research, the reflection is given on four topics that can improve employability and academic skills. Four skills are chosen for this research and those are *time management*, *academic learning*, *paraphrasing*, and *online learning experience*. Academic writing is a formal style of writing used in universities and scholarly publications. Apart from that, time management is important in the

online learning process and it needs to be improved through scheduling time for different tasks. Paraphrasing is a way of using various words and phrasing it to represent similar ideas.

Gibbs' reflective Cycle

Figure 1: Gibbs Reflective Cycle



(Source: Self-developed)

Description

Learning is the most important process to improve skills in people and improving learning skills can improve employability skills in people. I am increasing employability skills through managing my own skills that I have learned from my academic experiences. During the pandemic situation, the issues of face-to-face learning have been shown in universities (Ozamiz-Etxebarria *et al.* 2021). Due to this case, I have faced many issues in my learning process. During this time, I have decided to improve my academic learning skills and focused on *academic writing management skills, time management skills, paraphrasing skills*, and most importantly *online learning skills*. In online learning, communication skills are most important to manage interaction issues in online learning procedures. Due to managing these kinds of issues of online learning, I focused on communication skills, academic learning skills, and time management skills.

Time management skills are important to manage online learning schedules and that is why I have decided to practice time management skills. As per the views of Lehdonvirta (2018), time management is a way to plan and organise time as per the tasks of people. Therefore, time management skills include decision-making skills and planning for better management. In this case, I focused on the check-lists, decision-making skills to manage online learning time tables and other tasks properly. In addition to that, I have focused on paraphrasing skills to improve the quality of assignments and learning skills. In the online learning process, I have faced the issues of interaction and understanding. With the exception of, I have experienced the issues of technology proficiency and time management issues. Therefore, I have tried to improve my skills in the learning process to improve academic skills. During this situation I have experienced many ups and downs in the learning process and it has reduced my confidence.

Feelings

During this situation of online learning, the experience has reduced my confidence and increased fear in me. Needless to say, during the pandemic situation, social isolation has increased globally. Universities have closed and I have lost my confidence because I had no experience of technical software. In addition to that, in the online learning process, I have faced lack of concentration in the learning process and also I have increased issues in time management. As per the views of Dhawan (2020), lack of concentration can decrease the skills of academic learning. In this case, I have increased confusion in the learning process and reduced the trust in myself. Apart from that, in the online learning process, I have faced the issues of internet connection issues that have increased difficulties and fear in me.

Due to disruption of internet issues, I have reduced the skills of time management and it also reduced belief from me. Therefore, I have decided to practice skills and it increased my confidence. As opined by Aeon and Aguinis (2017), time management skills can improve the learning process and it also helps to improve decision-making skills in people. In addition to that, in my opinion, during this situation, other people improved their skills of learning and I have focused on my academic skills improvement. As mentioned by Jackson and Wilton (2017), self management and self awareness are skills of online learning that can improve the experience of students. During the practicing process, such as self-awareness, self-motivation, and time management help to increase my confidence and reduce the issues of fear and confusion.

Apart from that, this situation of online learning has reduced confidence, however; the practising process of academic writing, paraphrasing, time management, and online learning skills help me to improve experiences. In this process, I have increased inspiration to communicate with

teachers and do assignments independently through practicing paraphrasing and academic writing skills.

Evaluation

Academic writing skills need to be improved in students to manage the writing process and increase quality of answers and assignments. During the pandemic, I have focused on my academic skills development process that helped me to improve my skills of employability. Along with that it helps me to improve the quality of my academic pattern of writing. As per the views of Huisman *et al.* (2019), academic writing includes essays, book review, analytical papers, journals, and reports. In this case, I focused on the skills of creative writing that can improve my academic writing skills. Along with that, I also improved my knowledge on a particular learning field to write a strong academic report.

In this case, it can be stated that development of academic writing skills can increase the strength of writing. Apart from that, it encourages intellectual development in people. Through practicing this process, I have improved my writing skills and also strengthened my knowledge. In this case, it has helped me to improve my confidence and it also has increased self-awareness in me. As per the views of Khoiriyah and Husamah (2018), academic writing skills increase opportunities and develop creative thinking processes. On the other hand, I have practiced time management skills that have helped me to improve learning skills and it also has helped me to manage online learning timing. It has helped me to achieve my goal of learning and has reduced stress of online learning experiences.

With the exception of, I have managed my tasks in different times and reduced the issues of managing tasks and organising study time. In this case, I have practiced communication skills to manage my online learning experiences. Online learning experience is bad and good several times. As mentioned by Königet *et al.* (2020), during the online classes, the communication and understanding issues can be shown and it is the major issue. Managing time and communication skills can reduce the issues of online learning. Isolation situation has increased the issues in self-discipline and the practicing process and managing time for skills practicing has reduced the issues of lack of concentration and discipline. On the other hand, online learning experience has provided me with self-paced learning skills and refined critical thinking skills. With the exception of, I have practiced paraphrasing skills to avoid direct quotes in any assignment from other journals.

Analysis

In my skills practicing process, there I got some difficulties in understanding the paraphrasing process and academic writing. On the other hand, in the time management process, I have faced some difficulties of laziness and lack of concentration. However, I managed those issues through self-motivation and self-awareness. In the words of Srivastava and Tiwari (2021), self-motivation is the force that keeps pushing people to go on. In this case, I learnt the words of the author and developed a routine to achieve my goals of online learning experience management. The skills management and online experience has gone well due to self-motivation and self-awareness. As mentioned by Rasheed *et al.* (2019), self-awareness is the process of being aware of various aspects of the self including behaviour, traits, and feelings. In addition to that, it is also important to be aware about the knowledge in self awareness procedure.

In this process, sometimes I have faced difficulties in technical cases such as software management and accessibility. These kinds of issues have increased in my learning process due to lack of knowledge about that software. In this case, I have increased my knowledge on software through autonomous learning processes and reduced the issues of software accessibility. In addition to that, internet connection and networking issues have shown in the online learning process. As opined by Dhawan (2020), internet connection is the major issue that has to be faced by many students in the online learning process. Due to this kind of issue, my time management process has affected and it also impacted on my educational development process. In addition to that, in the present scenario, I can manage the internet process to improve online learning experience through modifying Router QoS settings.

In this case, I can say that during the pandemic, online learning is better than face-to-face learning. In addition to that, online learning experience can be managed through improving one's own skills and increasing self-motivation and self-awareness. From this situation, I have learned many skills and increased my knowledge of management. In this regard, I learned about self-motivation and understand the importance of self-awareness. As per the views of Akbar (2020), paraphrasing skill development can portray the original message in different ways or in their own way. In this case, paraphrasing skill practice has helped me to improve my academic writing skills and it has helped me to avoid direct quotes from any other journal. It has helped me to depict the main idea in my academic writing through paraphrasing. In addition to that, it has helped me to avoid paraphrasing tools to portray an idea of other journals.

On the other hand, paraphrasing skill learning helps me to manage time through quick creative and critical thinking of an idea. In addition to that, the academic writing process helps me to

improve my critical thinking and writing skills. On the other hand, time management skill practice helps me to improve decision-making skills and other management skills such as organisation. Along with that it helps me to improve positive experiences in online learning.

Conclusion

From this isolation situation, I have learned that self-motivation is the most important skill that is needed to practice to increase knowledge. In addition to that, self-awareness is another significant skill that is needed to practice by people to improve knowledge of people. In this situation of online learning, I have learned that communication and understanding issues are the major issues that need to be faced by other students. Due to this case, I have practiced communication skills and decision-making skills that helped me to improve my learning experiences. With the exception of, I practiced and applied time management skills to manage time of online class and other tasks properly through making a schedule of learning and skill practicing.

In this case, I can say that I need to develop time management skills more to increase my online learning experience more. Along with that, I ought to focus on my communication skills such as body language, vocabulary skills, knowledge improvement and clear speech to make understanding other parties on the online platform.

Action Plan

This situation of social isolation can increase globally due to different variants of Covid-19. During that situation, I would focus on other tasks management such as *summarising*, *Cover letter writing*, *reflection*, and *referencing* to improve my assignment management experience in the online learning process. Needless to say, managing the skills of cover letter writing can improve my employability skill and it can also improve my activities. In future, if I face this kind of situation, I would focus on problem-solving skills to manage the issues of online learning and other practices. Apart from that, I will suggest other students to practice such skills to improve their learning experiences and improve skills in themselves.

Conclusion

The above study discusses the skill development process and it also discusses the time management process, online learning experiences, paraphrasing management, and academic writing process. As per the above reflective research, it can be said that academic writing and paraphrasing management are the most important tasks that need to be practiced by the students to improve the quality of assignment and also improve the quality of writings of students.

Reference List

Aeon, B. and Aguinis, H., 2017. It's about time: New perspectives and insights on time management. *Academy of management perspectives*, 31(4), pp.309-330.

Akbar, M.T., 2020. Students' Paraphrasing in the Literature Review Section of Research Proposal. *Jambura Journal of English Teaching and Literature*, 1(1), pp.1-15.

Dhawan, S., 2020. Online learning: A panacea in the time of COVID-19 crisis. *Journal of Educational Technology Systems*, 49(1), pp.5-22.

Huisman, B., Saab, N., van den Broek, P. and van Driel, J., 2019. The impact of formative peer feedback on higher education students' academic writing: a Meta-Analysis. *Assessment & Evaluation in Higher Education*, 44(6), pp.863-880.

Jackson, D. and Wilton, N., 2017. Perceived employability among undergraduates and the importance of career self-management, work experience and individual characteristics. *Higher Education Research & Development*, 36(4), pp.747-762.

Khoiriyah, A.J. and Husamah, H., 2018. Problem-based learning: Creative thinking skills, problem-solving skills, and learning outcome of seventh grade students. *JPBI (Jurnal Pendidikan Biologi Indonesia)*, 4(2), pp.151-160.

König, J., Jäger-Biela, D.J. and Glutsch, N., 2020. Adapting to online teaching during COVID-19 school closure: teacher education and teacher competence effects among early career teachers in Germany. *European Journal of Teacher Education*, 43(4), pp.608-622.

Lehdonvirta, V., 2018. Flexibility in the gig economy: managing time on three online piecework platforms. *New Technology, Work and Employment*, 33(1), pp.13-29.

Ozamiz-Etxebarria, N., Berasategi Santxo, N., Idoiaga Mondragon, N. and Dosil Santamaría, M., 2021. The psychological state of teachers during the COVID-19 crisis: The challenge of returning to face-to-face teaching. *Frontiers in Psychology*, 11, p.3861.

Rasheed, S.P., Younas, A. and Sundus, A., 2019. Self-awareness in nursing: A scoping review. *Journal of Clinical Nursing*, 28(5-6), pp.762-774.

Srivastava, S. and Tiwari, A., 2021. Life Skills Lesson from “The Couplets” of Kabir Das Ji; the Timeless & Priceless Gems for Young Generation. *NVEO-NATURAL VOLATILES & ESSENTIAL OILS Journal*| NVEO, pp.3453-3467.