

Academic and Employability skills

Task 2 report

BMSW4001

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Introduction

This academic report will examine the lessons learnt using Graham Gibbs' Gibbs model of reflection, which he developed in 1988. Four subjects will be studied using the Gibbs reflective model. We'll begin by discussing time management and how to organize your study. After that, the report would focus on academic writing, paraphrasing, summarising and public speaking and presentation.

In 1988, Graham Gibbs coined the term "Gibbs' idea of reflection." Gibbs' model of reflection consists of six stages: describing the entire experience, thinking and feeling about it, evaluating whether it was good or bad, analysing the entire situation encountered, conclusion, which includes lessons learned, and finally, an action plan for how the individual would proceed in the future.

Time management

Many people require effective time management abilities in order to do their work on time and without errors. A student like myself requires organization in order to complete schoolwork and other tasks on time, which is why time management is critical to me. I distinctly recall how difficult it was for me to do my coursework on time during my first semester of college. Due to our delay in submitting the geography and science assignments, I was granted a second deadline to complete them before the semester began (Kuechler and Stedham, 2018). Due to the abrupt and uncontrollable increase in tension, completing both assignments within the stated deadline added to the mayhem. Due to my terrible time management skills and the looming start of the new semester, I was forced to prioritize finishing my assigned duties before the deadline, which caused me anxiety. It was a dreadful experience because I was required to stay up late at night to complete my assignment and prepare for the next exam. As a result of everything being out of whack, I was neglecting my health. On the plus side, it taught me how to manage my time more effectively for each and every activity I had to do. To better understand the error, I was making by repeatedly allowing myself to get into this condition and then rushing through the remainder of my job at the end, I had to go through it myself. I have learned the hard way that if I want to avoid juggling multiple projects at once in the future, I must complete everything on schedule and with proper management. I would have prepared a schedule for both my project submission and exam preparation, and I would have prioritized each activity appropriately. To avoid this, I should have completed my projects on time and started studying for the exam as soon as the lecturers began

teaching each subject, which is daily. In the future, if I find myself in a similar situation, I will endeavor to work calmly by dividing the time spent on each activity, which includes completing the projects simultaneously and preparing for my tests (Veine et al.,2020).

Academic Writing

Academic writing is a more in-depth style of writing whose major objective is to transmit knowledge and facts about a certain subject. Typically, this style of writing is found in academic periodicals and colleges. I started working on research project. As this was my first attempt at academic writing. I found it difficult because I was unsure of what to write about or how to write about it. My dissertation was obstructing my progress because I was unable to glean sufficient information from the websites I visited. While the project topic seemed clear to me, the structure and gathering of credible information were both baffling. I was both excited and terrified at the possibility of learning something new that would be valuable in the future, but I couldn't think of anything to write about. It was both a blessing and a curse in that it introduced me to a new type of academic writing, but it was also a challenge due to the difficulty of the assignment (Guo et al., 2020). I was taught how to write a dissertation and how to acquire information about a topic. Concentrating on style and technique enabled me to conduct a more thorough analysis of data. When I have to work in the research project in the future, I will take the time to thoroughly understand the subject, then search for credible sources to acquire credible data before focusing on the paper's structure and technique (Viberg et al., 2020).

Paraphrasing

It is the ability to transmit thoughts and facts in a foreign language that is known as paraphrasing. Many people are capable of performing this task. This is crucial if you want to be successful in both your academic and professional endeavour's. This is due to the fact that if the writer uses a Variety of phrases to describe the information, the reader will assume that the writer has a wider comprehension of the subject matter (Hansen, 2019). Academic students and researchers, for example, must be able to paraphrase in order to demonstrate their grasp of lectures and research findings in order to advance their careers.

Additionally, when writing a paper, paraphrasing is a terrific strategy to stop plagiarism from accounting. Additionally, plagiarism can result in legal consequences such as fines and prison time in addition to school disciplinary actions such as expulsion from the institution. Academic students

and researchers must also utilize their own terminology, adapt the structure of the idea without distorting its original meaning, and include the appropriate reference information. In order to properly paraphrase, a variety of techniques can be used. These include using synonyms and antonyms, rearranging the word order, and modifying the word class, among other things (Wijayati et al., 2019).

Developing my paraphrase talents is something I want to work on improving. This, I believe, is the primary reason for my difficulty adjusting to my new environment, as I had no previous experience with paraphrasing at home. My current lecturer has pointed out to me that I have some sound notions, but that I need to improve my paraphrasing and grammar, both of which I am now working on improving myself.

Summarising

In order to concentrate entirely on the most important parts of a topic or remark, it is necessary to summarise it completely. The majority of the time, summaries are condensed versions of lengthy pieces of writing that are produced in a brief manner (Ullmann, 2019).

Being able to summarize well is vital in both the academic and professional realms, as well. A few examples are provided below. When it comes to achieving their academic goals, students must perform their own study and critically evaluate the findings of other researchers. Service users' assessments and views are reported to their supervisors in a manner similar to that outlined above for employees who are mandated to do so. Students and employees who seek to summarize the thoughts of others will find it necessary to produce a summary of what they have heard. In order for a summary to be effective, it must be understandable to individuals who have never heard or seen the original information (Mirriahi et al., 2018). Summary paragraphs should be as concise as possible in order to avoid detracting from the most important components of the content being summarized, so that the most important components of the material are not lost. Keep extraneous data such as dates, locations, statistics, and names out of your report unless they are absolutely important for the reader to understand what you are writing about, if you're writing a summary of someone else's work, it's critical that you refrain from expressing your own thoughts or opinions regarding the subject matter. A summary should be paraphrased in order to prevent the use of direct quotations and the copying and pasting of information from the source material (Chen et al. 2018). The final step in writing a summary is to provide an accurate citation so that readers can quickly recognize the summary you have written.

Another talent that I need to work on is my ability to summarize information quickly. If I follow

the logic of my prior argument. I believe it is for the same reasons that I stated previously. While my current lecturer believes that I have stronger summarizing abilities than I have paraphrasing abilities, I still need to work on lowering the quantity of grammatical errors that I make in my writing.

Presentation and public speaking skills

When I begin studying this subject. I lacked the confidence required to establish meaningful interactions with others, let alone participate in a public speaking event. As a result of the lessons I had learnt, I began participating in public speaking and group presentations. By participating in group presentations and public speaking. I developed a greater knowledge of the value of collaboration and mutual respect (Chang, 2019). By employing good articulation and compelling presentational skills. I was able to hold my listeners' attention while conveying anything to them. As a result. I now have a more clear vision and appreciation for the critical nature of tailoring my presentation to each audience. I discovered how to use PowerPoint as a result of the presentation abilities I acquired. To hone any presentation skills, I discovered the need of seamlessly combining the slides Because of the information I learned through public speaking and presentational skills, I was able to write sentences with good grammar and deliver them to audiences in a sensible, coherent manner, speaking in front of an audience honed not only my public speaking skills, but also, my writing ability. As a result, I have increased confidence in my ability to engage and captivate my audience throughout my presentations. Apart from the need of knowing the themes, I taught me how to alert my tone to avoid monotony and to accentuate the critical points. Utilize the Gibbs reflective approach to articulate my thoughts and opinions about how I have improved my public speaking and presentation skills. This model contains six components: a beginning, a middle, and an end, as well as an explanation and analysis of each component before proceeding to the next stage. When people use this paradigm, they are more inclined to conceive of my educational experiences chronologically (Mikalayeva, 2020). Despite the difficulties I encountered. I had a fantastic learning experience in the beginning of the process, owing to the assistance of my mentor and the advice of my peers who are more experienced in the field of public speaking and presentation. I have worked diligently to overcome my fear of public speaking, Throughout my life. I have been extremely introverted and have rarely spoken in public. On the other hand, I have always had a strong opinion about the subjects I desired to communicate boldly in front of a huge crowd. I have learned the value of speaking clearly and concisely in front of a large group of people throughout my education. This piece exudes confidence and conviction. My

classmates have been quite supportive of my efforts to share my thoughts and feelings. Because I have gained more than simply the ability to speak confidently in front of a group, I have discovered that these talents have aided me academically as well. While I'm still learning how to use PowerPoint. I have understood how vital it is to understand its capabilities and how to use them efficiently. It benefits students significantly since they will be able to use PowerPoint presentations in their future employment, not just for academic objectives (Simper et al., 2018). It's been an incredible experience since I learned how to effectively communicate in public and how to use Virtuosity PowerPoint, both of which are necessary skills for success in the real world.

Conclusion

It is possible to conclude from the foregoing reflection that I have been successful in the acquisition and improvement of specific abilities during the learning process, such as effective time management and academic writing. Strong presentation talents and fluency in public speaking are the most important things I have acquired or developed during my education. Developing these abilities are critical to the future growth and development of the students. It is advantageous to use it for both professional and personal improvement. It was a wonderful experience for me, and I was able to gain valuable knowledge and skills that will be beneficial to me in the future. During a pandemic, online platforms may be more successful at communicating information, and online learning may be beneficial.

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