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Introduction

This report is commissioned to address a couple of topics like time management; how to make effective use of your time, paraphrasing; how to change sentences when you find them useful, referencing; being able to acknowledge the source you found those materials and finally public speaking; being able to speak effectively in a public place.

This report was commissioned by my lecturer, Anita Nan.

This report is about how to go through reflective cycle of description, feelings, evolution, analysis, conclusion and action plan of time management, paraphrasing, referencing, and public speaking.

This report was carried by watching YouTube, articles, journals and doing a lot of research on the internet.

Description

Time management: According to Mindtools, (n. d.) been able to split your time between separate project are the activities of planning and organising. Get is right and you end up working less, not tough to get more done in less time stiff and stress are high.

Was able to know 80/20 rule in time management which tells you to set priorities. In so doing if you have 10 things to do in a day there will be 2 or 3 things which will on top of priorities list, just try to do the 2 or 3 topmost important once and it will feel as if you have done 80% of the 10 thing is done just by doing the top 2 or 3 priorities.

Another remarkable thing I got to learn about time management was Eisenhower method. It is all about knowing what is Urgent, important, and so if something is urgent it means it needs immediate attention whiles if something is important it means it needs attention but not immediate attention.

Paraphrasing: Giving the meaning to restatement of a text, passage or work in another form Webster, (1828)

It also means you recognized it as someone's work, so you do not just put it out there as it is but by paraphrasing it to look different but to convey the same message.

Referencing: Building on their own study of current expertise which permit learners to accept the work of others. It also permits learners to attribute their origin by creating citation and fruitful accurate bibliographies. The clean context of information which helps trainees to govern their materials and bypass plagiarism, the know how sits within a broad understanding of the judiciary. University of Sheffield.ac.uk (n.d.)

Public Speaking: I learned about public speaking and I did watch a couple of videos about it to enable me to understand it better. I also learned that to be a great public speaker you need to know your audience, capture your audiences, be exceptionally good at your public literature on the topic, practise and arm yourself to successfully delivery.

Feelings

Time Management: I felt the need for this topic of time management because it is a topic that really affects everyone, especially if you want to get things done the way you want them done. If anyone is to be on top of his or her game that person must be very clued up with time management. So, it is a topic that everyone would like to be abreast with and having it implemented in his or her daily activities to achieved it full benefits.

Paraphrasing: I think I was very much intrigued by the topic paraphrasing because it was the only way I could draft good essays and project works

without having to copy anyone else work because good paraphrasing has been executed to bring my own words or sentences out of someone else work.

Referencing: I felt this is a great topic to educate you on giving credit to peoples work that you have used by giving reference to them and showing where you got the materials to use by referencing them.

Public Speaking

I have always thought that public speaking is not easy but from what I have learned is that is just like any other skill, which needs to be nurtured, practised, and giving attention. You will end up being good at it and go on to be like those great public speakers we have heard and known about.

Evaluation

Time management: The direct quota of time management is the duty you must complete. To judge whether your time has rewarding assess the outcome of your action.

The second way to complete a tape quota is to double check the status of the problem. Analyse what, why and how each activity you complete is worth your time. Allow yourself to be courageous in your activities and make sure each activity is a useful step in improving your life.

Finally, establish metrics related to quality control, understanding the quality, effect, and creative direction of the finished product, will help ensure dynamic creation. Getting the job done may be number one, but the special character that takes the time to consider your talents is what shapes your workplace.
OfficeTime (2015)

Paraphrasing: It enabled me to have my own sentence made from someone's sentences if only your able to put a lot into your paraphrasing by finding synonyms to most of the words and reframing the whole sentence over again but making sure it does not lose it meaning from the original sentence.

Referencing: It has enabled me to use someone's work in whatever you do but need to reference where you copied from which approves it legality.

Public Speaking:

Public speaking is a good topic to know. It enables you to be articulate and confidence in speaking not only in the public place, but also to be able to communicate among your peers.

Analysis

Time management: It has been useful to me to an extent of making beneficial use of any available time I have got to myself. Get is right and you end up working less, not tough to get more done in less time stiff and stress are high. Mindtools (n.d.)

Paraphrasing: It has thought me to do research and do a good paraphrasing to do a good paraphrasing work from someone existing work, which is not easy doing sometimes.

Referencing: It has thought me to be able to own someone's demanding work by been able to reference it.

Public speaking: The ability to provide information is one of the most important aspects of public speaking. From presenting research papers and PowerPoint presentations at school to presenting ideas and pitches to your boss or clients, informative public speaking is an essential part of a successful career in all field of work. Once you have their attention, a good presentation shares your knowledge of a topic with the audience, enhancing their understanding and allowing them to remember your words long after you have spoken. For example, you might be asked to instruct a group of colleagues on how to use new computer software or to brief your employees on what is going on at the company. Whether presenting or sharing areas of expertise, this form of public speaking is an essential skill in today's world. Pan Communication, (2022)

A great public speaker requires the ability to motivate his or her audience to do something, stop doing something, change behaviour, or achieve a goal. But to advance an idea, you must be able to excite and enliven your peers, employee's co-workers, customers. Speakers are leaders who inspire audiences to work harder to achieve their goals. As a public speaker, your role

is to influence you audience and create an environment where everyone is ready. You do not just give a speech to get your audience to take a certain action; the speaker is part of the action and communicates their passion and drive. It is not enough to just understand the problem at hand. It is also about getting your audience to share your passion. Elections are won simply because one candidate is better than another. Knowledge is a factor, of course, but more importantly, being able to spark enthusiasm through skilled public speaking will inspire your audience to act. When people talk about having a voice in this world, it means owning a world that matters by expressing your thoughts and your knowledge in exciting ways. Mastering public speaking allows you to connect with your audience and gain their trust. As a skill public speaker, you become likable and credible, and able to inspire and even entertain crowds. Pan Communication, (2022)

Conclusion

Time management: I could have provided more sources to time management on YouTube, which provides good explanation and information about time management and a could have been more active in class by telling the whole class what time management is. I would have talk about 80/20 rule and even talk about Eisenhower method and be able to explain both the rule and the method in detailed and better.

Paraphrasing: I could have been highly active in class by telling the whole class what paraphrasing all is about. This will present an opportunity to me to be able to talk about paraphrasing because it is not the first-time hearing about it. In details having to change someone sentence to your own sentence to avoid been said it was copy from somewhere.

Referencing: Could have obviously done things differently by been more active in class about how to reference and been able to provide more referencing source. It is being able to acknowledge someone's work by referencing them when the need arises, in so doing your work is not regarded as a copy work. It turns out to be your own legitimate work.

Public Speaking: Could have obviously done things differently by been more active in class about how to prepare yourself before your big speech. It enables you to be articulate and confidence in speaking not only in the public place, but also to be able to communicate among your peers.

Action Plan

Time management: I would do things differently because I know about time management. In so doing I would use 80/20 rule and Eisenhower method to enable me to redeem time. And I would also use urgent and important as tool, get is right and you end up working less, not tough to get more done in less time stiff and stress are high. Mindtool, (n.d.)

Paraphrasing: I would do things differently because I know about paraphrasing. In other words, I would not copy someone work from word to word because I know it is illegal and it is someone's work, but rather paraphrase it into my own words and claim ownership to it instead.

Referencing: I would do things differently because I know about referencing, which is about being able to acknowledge where you got your work from at first before you paraphrase it. So, I will do my due diligence to make sure that the materials am using is acknowledged by referencing.

Public Speaking: In business, especially in public relations, an important skill is persuasion skills or the ability to win over a crowd. In the workplace, persuasion can take you a long way, and it all starts with honing those public speaking skills. Mastering public speaking increases the number of meetings and therefore maintains a calm and focused presence in front of the audience. Of course, one must understand the subject you are introducing, but beyond that, when giving any type of persuasive presentation, including pitching to clients, you need to be prepared to answer objectives and speak with poise. To make a compelling case, the ability to speak publicly is not the only important, but essentials steps forward. For example, to express why a product or idea would be of interest to a publication editor, a language must be strong and convincing enough to arouse interest and curiosity. A great pitch will convince a client or editor to want to know more. When presenting ideas or arguments for or against something to any audience, public speaking allows you to present your point of view in a convincing and convincing manner. Pan Communication, (2022)

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