



Academic and Employability

Term 2

Academic Report

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Academic Employability Skills

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INTRODUCTION

The purpose of this report is to specifically reflect on my learning experience in this Moodle the assignment it academic report based on the learning experiences from the two-term topic. I will summaries this Models of Gibb's reflective cycle is tenable of the better famous models of reflection leading to the ideas of different stage to make sense of a knowledge. The benefit of Gibb's Models of reflection citation it to allow me to learn and plan for things that either description of experience feeling, Evaluation, analysis, conclusion, and action plan went well or has not gone well It encompasses six stages (*University of Edinburgh.,2020*)

I will be focus on four topic and reflect on how it has impacted on my learning. The topic am going to reflect on are Paraphrasing, Curriculum vitae, References, and online e-learning experiences.

The reflective Moodle am going to be using is called Gibb's model cycle, which was introduced in 1988, that gave an idea by learning from the past.

PARAPHRASING

Paraphrasing is reading and changing other people word into you own word to read the original text and re- write it in your own word. When reading paraphrasing read to understand what the text is all about, when well-read and understood it important to cite the source (*Scribbr.,2019*)

The first Moodle we had was Academic and employability skills the students in classroom did introducing themselves. The class was full of all adults from different background and ages,

We were given exercise to do in paraphrasing. I was not using synonyms in paraphrasing correctly because I do not know how to paraphrase.

I have not heard about paraphrasing before it was my first-time hearing about its in university it sounds so unfamiliar to me. I did not get it right until the six exercise

I learned when writing paraphrasing I should read and understand the words, remains the original text and re-write the text in my own words.

I will put my word into my own message and make clearly for people to read and understand it well and practice every day and do more exercise still I get it right.

Paraphrasing gives me an opportunity to understand and assimilate texts from books when I used my own words in writing my coursework

REFERENCING

References is writing of a bit of work of another person, in referencing it must be written in details is the words of design use to reflect them. At the end of the text all sources of information be written in details with the text and citation, also at the end of your work you reference list at the end of the essay and list bibliography (*E-Learning Heroes.*,2020)

My experience at the beginning of the course was interesting at the same time challenging in the first term of our Moodle in academic and employability skill. As we student we are to introduce ourselves. The Lecturer taught us referencing.

I did not kwon how to be referencing well that was not a great thing for me and how to use the text at the end of text citations and the end of my referencing text (*E-Learning Heroes.*,2020)

I learned when writing a report, I must write them in my own words to avoid copping or using someone else's without proper referencing.

I will plan in time and manage my work in order for to read the passage well and understand it and take note of all the details from each source I get the source of the information.

It increases my confidence and allow me to express my own idea or write in my own words, read the passage many times, while reading to make sure I note down the key points. and to keep the original text of the words of the author of the books. I no longer memories the text and less stressed for me.

CURRICULUM VITAE

CV is call curriculum Vitae document that include information and background personal work and experience, the information should include research and academic background, name contact, education, and qualification (reed.,2020)

It was in the beginning of the second term when our Lecturer taught us CV and why do we need to sell people what we have to showed myself and what am interest and let the employers know what am capable of doing. The lecturer taught us how to hunt for job, for one and more agencies. When looking for job I should be good at good at interview skills.

I had written CV so many times I had filled online CV application form and have attended work training and practical on how to relate to job interview at work. I did not know that CVS include a lot of information I had a fear that I may not feel comfortable with writing My CV in the class also finding the group work difficult he person.

I taught it was only health and social care am studying. learnt about CV, I did not know how to write a good CV, and what details to include in my CV show what the I learn not to write more than two pages, I should not write in bullet points, not to write my age and national IN number.

I learned all the knowledge about academic skills background and all experience in professional that involve in the job for applying for a cover letter a professional business letter which provide an employer information you the person applying for the job with introduction to an company.

I will now include information in my CV the research and academic background. My names contact, education and qualification, the salary of the person before, hobbies and interest, references skills and experience. CV reflect on skills as a professional.

ONLINE E-LEARNING EXPERIENCE

Online is a learning is electronic media use by many people on platform that people use it in many ways to interaction study, students use online learning for their Moodle, course work, assignments, meeting, event, emailing and other learning programmer. Online learning can be use anywhere with their laptop or mobile as far they have internet. It is an educational experiences interaction for lecturer and students (*Whatis.techtarget.,2020*)

It was the first section of the first term when students were accepted into university to study health and social care. my first day in university. In the afternoon we had another Moodle which was digital skills and research methods. We were told in the university that our Moodle is been transferred to online e-learning. I was not comfortable using the online learning because of the pandemic Corvid19 which started during lecture. I need support on digital skills and research method. Sometime the internet cut off and it affect my learning. I do miss out important things on the Moodle. I was in university studying health and social care I thought the only Moodle I will been studying in university is health and social care.

We were told that we are going to be doing on online studies because of the pandemic convid19. My first day online experience distance, I was a bit nervous as it was my first experience. My experience online e-learning experience was not great because am a one to one support and it was hard for me to get the support online.

It took my group a long time before we completed the task given to us Digital skills research method presentation was the Moodle, I enjoyed it, we were five in my group and we share the topic. Instead of presentation we did our presentation on power points. Harvard referencing was taught, and I learned how to use digital skills to communicate online.

online e-learning experience I learned about the Moodle how to access assignment and do my course work and be able to use the distance learning on my own email my Lecturer to chat about my feedback. Chat, PowerPoint, excel.

As I am not great in digital skill and research method transfer online e-learning. I will be been practicing every day, when in class on online distance e-learning I will ask for help from my Lecturer and my classmates. I will use e-learning to do my assignment and my course work, use it for I will presentation online. Summit my assignment though tuning

It gives me free mind of learning and to tailored myself for flexible time to suit me in all the course and want to do. It also allows me to study anywhere. I can use the laptop anywhere to access to the course I want to do.

CONCLUSION

I have a positive reaction from the group that I am in the right place to study to achieve my dream. The split of the task took longer than expected because of lack of coordination, eventually we all reached the target. Online e-learning experiences has given me the privilege to learn how to access the course on the website at anytime and anywhere. My online e-learning experience Has giving an opportunity to learning a lot programming and files on application on the software. I now learn to create use the of internet and technology and to interact with my classmate online. I had learned how to use online e-learning letter for my life me. I now know how to access course on the Moodle, log-in into library, login to our email and how to use any of the facility Computer system and internet, cloud storage/online was introduced to students I can now use the video in class room to do a chart and also messaging to my Lecturer and classmate (*E-Student.,2020*)

I now received lectures online via video where I joins other students to receive lecture. I now know how to do my coursework and it submitted via Tuning where students are checked to avoid plagiarism and deadline must be met. This experience is a bit challenging to me because it took me sometimes to familiarize myself with the process but with help of my colleague. I now use online learning experiences to writing curriculum vitae. I have been doing a lot of exercise on

paraphrasing, by practicing re-writing the original text in my words. I now learnt paraphrase to assist academic for argument

I now know how to write a cover letter with my CV I now know how to include work experience in my CV that I have gained and qualification When writing a cover letter to let the employer know am writing them. if I do not know who am writing to, I now know I will call and ask the name of the manager. As I said before I do not know how to reference, now I can reference and give ideas to make my essay, report, and presentation stronger by references my words should not use someone else words, I now know how to referencing my search for the source of the information by avoiding plagiarism without giving reference or use someone else word with ideas or copy someone else work. However, I must be aware of using someone work without referring to as plagiarism and it attract a disciplinary action or misconduct by the university authority. I must also make sure I paraphrased and cited all the source well and check the source before I submit my assignment through turnitin (*Skills you need.,2011-2020*)

ACTION

I will now read the text fully to my understanding, re-write in my own word, keep the original words, and include in-text in the main text I will citation the text. When finishing reading the text I will now place the ideas including the author and date. When writing report or essay I will now be referencing the source of my text, references the main area. I will now write my CV in two pages include all my details and use cover letter. I now use the online e-learning to study and use it for my assignment and course work and submit to Turnitin (**Anon., 2020**)

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