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Task. 2 – Reflective Report

“Academic and Employability skills”

Introduction

A Gibbs model of reflection, developed by Graham Gibbs in 1988, will be used in this academic report. A Gibbs reflective model will be used to analyse four subjects. We'll start with a look at time management, then go on to an in-depth analysis of academic writing. The fourth and final subject would be online learning experiences, with the third being public speaking and presentation.

Graham Gibbs introduced the Gibbs' concept of reflection in 1988. The six stages of Gibbs' model of reflection are: describing the entire experience, thinking and feeling about the experience, evaluating if it was good or bad, assessment of the entire thing experienced, conclusion, which includes learning from the experiences, and finally the action plan for how the individual would act (Wain, 2017).

Time Management

Many people rely heavily on time management to ensure that their work or activities are completed on time and without any hiccups (Kirillov et al., 2015). Because I'm a college student, I understand the importance of time management in order to complete my assignments and other tasks on time. I vividly recall the stress of rushing to do my schoolwork before the start of semester one in order to meet the deadline for the final project. Because we were so far behind schedule and the semester was just about to begin, a second deadline was set for myself and a few other students to complete our geography and science projects. In that moment, the situation had become unbearably stressful, and the deadline for submitting both assignments had only exacerbated it. Due to my poor time management and the impending start of the new semester, I would have to focus on finishing my tasks before the allotted deadline, which made

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me feel anxious. It was a bad experience because I had to get up through the night to finish my assignment and prepare for the impending exam at the same time. As a result of the imbalance in my life, I was neglecting my health. On the bright side, it taught me how to better manage my time for every and every task I was doing. I was able to identify the error I was doing that was allowing me to fall into that circumstance over and over again, and then racing to finish all of my work at the end of the day. I've learned the hard way that if I want to avoid having to juggle numerous projects at once in the future, I need to finish everything on time and with adequate management. I would have created a timetable for both my project submission and exam preparation, and would have handled both tasks accordingly. My projects should have been submitted on time and I should have started studying for the exam immediately as teachers started teaching each subject. When this happens again, I will try to calmly complete my job by splitting the duration of each assignment that is finishing the projects one at a moment and afterwards side by side while preparing for my tests.

Academic Writing

The term "academic writing" alludes to a more in-depth kind of writing whose primary goal is to impart information and insight about a specific subject matter. This sort of writing is typically found in academic journals and at colleges and institutions (Zemach, 2016). My teacher once assigned me a task involving classroom written work in the form of a dissertation. As this was my very first time doing academic writing, I found it challenging because I couldn't figure out what to write about and how to write it. My dissertation was getting in the way because I couldn't get enough information from of the sites I visited. I were able to grasp the overall structure of the dissertation, however the formatting and obtaining accurate facts were a bit of a challenge. The prospect of learning something new that would be useful in the future made me both excited and frightened at the same time, but I couldn't figure out what to write about. It was a good and a negative experience for me because it taught me a new look of scholarly work and also was

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tough to write. Dissertation writing and the methods for gathering information about the topic were taught to me. I was able to concentrate more on the presentation's style and method and correctly analyse the data as a result. For future dissertations, if necessary, I'll take the time to carefully comprehend the subject matter before searching for credible sources of information and focusing on its style and approach.

Public Speaking and Skills of Presentation

To begin with, when I began studying for this course, I was not at all confident in my ability to communicate well with others, let alone to take part in a public speaking event. After a while, I was able to build up my self-esteem and begin participating in group presentations and public speaking. I gained a better understanding of the importance of teamwork and mutual respect by participating in the class presentations or public speaking. I was able to hold my audience's attention by using clear, articulate, and interesting presentational abilities (Marinho et al., 2017). In addition, it gave me a better grasp of the significance of determining the various audiences' needs and tailoring my presentation to meet those demands. I learned a lot about PowerPoint with the help of the presenting skills. It taught me the importance of smoothly integrating the slides into my presentations in order to improve my abilities as a presenter. Public speaking and presentations abilities helped me construct sentences with correct syntax and deliver them in an organised and comprehensible manner to the audience. Speaking in front of an audience not only improved my public speaking abilities, but it also helped me improve my writing abilities. I feel more confident speaking in front of groups now that I am able to maintain eye contact and captivate them for the duration of my presentation (Carnegie, 2017). It also showed me how to change my voice and accentuate the most crucial aspects while also teaching me how to adapt my delivery to the needs of the issue at hand.

I've utilised the Gibbs reflective model to discuss how I've improved my public speaking and presentation abilities. There are six parts to this model: the beginning, the middle, the end,

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and a final analysis and plan of action. This model includes all six parts (Ardian et al ., 2019). Using this methodology helps people to think progressively about the experiences that I had while studying. At the beginning of the process, I had a positive learning experience, despite the fact that I had a number of obstacles. However, after seeking assistance from my mentor and more senior students, I was able to learn how to improve my presentation and public speaking abilities. I've worked hard to overcome the anxiety I used to feel when giving speeches in front of large crowds. Since childhood, I've been shy and hesitant to speak up in public. Even yet, I've seemed to have a strong view on certain topics, and I've always wanted to express it in front of large crowds (Raja , 2017). As part of my education, I've learned about the value of being able to talk clearly and concisely in a group setting. It is a symbol of one's self-assurance and firmness of conviction. My superiors have always pushed me to speak up about how I'm feeling and what I'm thinking. I've concluded that developing these talents has benefited my academic career as well, as I've gained proficiency in both public speaking and the proper use of Microsoft PowerPoint (Schneider et al., 2017). While learning PowerPoint, I've realised that it's critical to grasp its features and how to use them effectively. It's a huge assistance to students because being able to make effective PowerPoint presentations is useful not just in the classroom but also in the workplace. To be successful in life, I now know how to talk effectively in front of an audience and how to utilise Microsoft PowerPoint, both of which I learned through this amazing experience.

Online Learning Experience

I've also gained an online learning experience as a result of my education. Because of the global pandemic, online teaching is offered to pupils so that their education is not disrupted. It was during the epidemic that I took the online course because I wanted to learn some things. Because I've mastered the art of time management, online education was a cinch for me, and that's why I enjoyed it so much. I've improved my note-taking and time management abilities

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(Stone and Logan 2018). With the help of online education, I've honed my knowledge-grasping abilities. My sense of self-reliance and sensitivity have grown as a result of this. I thought that learning from home was highly convenient because it reduced the utility of a number of resources, making it more accessible. It also saves money. I've started to pay more attention to the concepts because they allow me to learn at my own pace. Despite the fact that I've felt alone at times, I've also learned a lot about time management. I was able to accomplish more while studying online because I had more time to work on something creative and useful. It has also honed my technology-related talents. It also makes it possible to go back and study lectures at any time, allowing students to keep their attention just on the lecture itself. Taking this course has allowed me to be considerably more flexible with my learning schedule. The only drawback to online education, in my opinion, is the absence of face-to-face interaction (Deshwal et al., 2017).

Conclusion

Reflection on my progress in learning and improving specific skills in the learning experience, including such efficient time management, has led me to conclude that I've done well. The most significant thing I've learned or gained is the ability to talk clearly and confidently in front of large groups of people. Developing these abilities is critical for the pupils' long-term success. It's useful for both personal and professional growth. For me, it was a life-changing experience, and I'm glad I was able to gain these critical abilities. During a pandemic, online learning can be useful and information can be successfully spread through online platforms.

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