

ACADEMIC REPORT ON REFLECTING MY LEARNING

AUDREY ASANTEWAA BOANSI

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LECTURER: RITA UKACHI-LOIS

ACADEMIC AND EMPLOYABILITY SKILLS

LEVEL 4 CERTIFICATE IN HIGHER EDUCATION

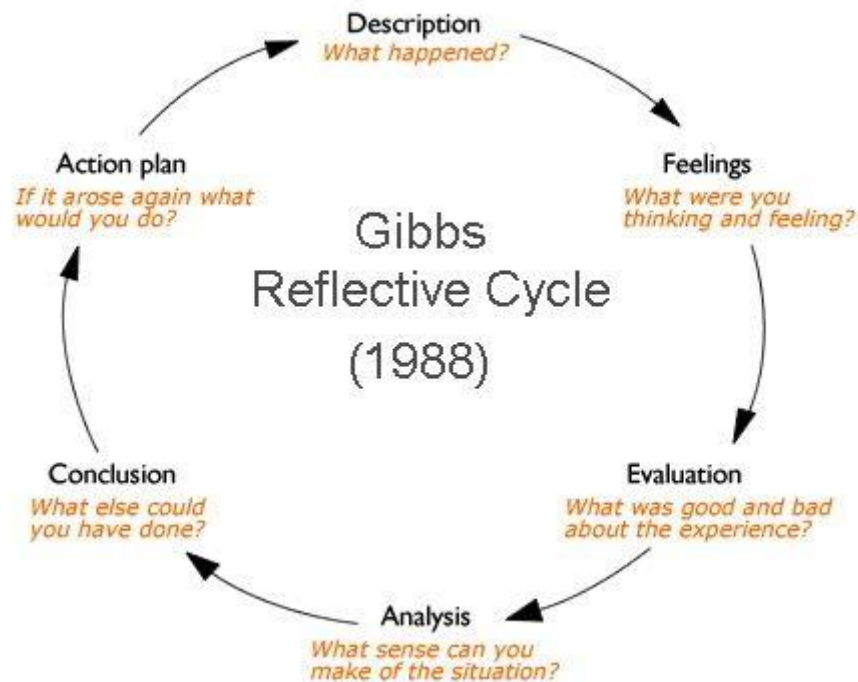
HEALTH AND SOCIAL CARE

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INTRODUCTION

Reflective writing is a form of analytical writing in which the writer describes a real or imagined scene, occurrence, interaction, brief thought or memory and then adds a personal reflection on its significance. (Wikipedia.org)

In this report, I will share my experience as a result of my reflection on what I have learned using Gibbs reflective cycle. Gibbs (1988).



While learning this module, I have had the opportunity to improve my skills and knowledge base in preparing for a career as a social worker. I will face several obstacles as I enter into people's lives and try to make a difference. Social work is a mixer of experience, skills and beliefs not just common sense. In short, the modules listed below have been beneficial and have set the path to my personal life and will continue to be beneficial to my professional career.

- Time Management / Organising study
- Academic Writing
- Paraphrasing
- Referencing

TIME MANAGEMENT/ORGANISING STUDY

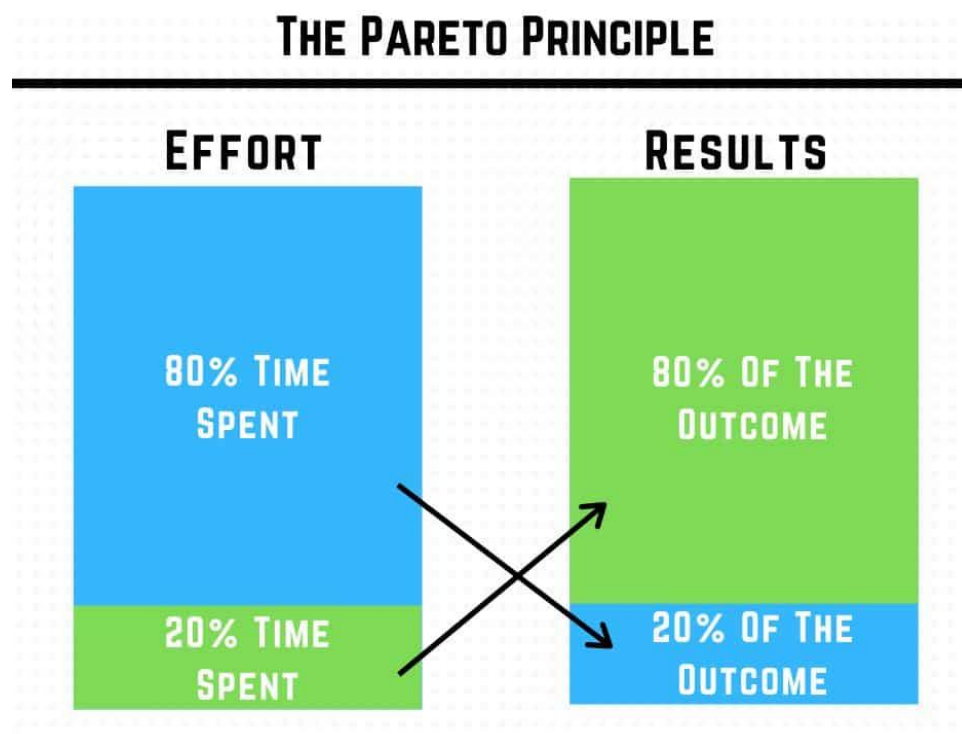
According to Diedorff (2020), improving time management in three areas which is perception, planning and adapting is important.

Time management strategies, according to (Kos,2021), include approaches, protocols, procedures, and other recommendations. Furthermore, these approaches suggest a variety of time management methods. On the other hand, time management is a primarily skills that can assist you in better managing your time. Having thing done is an example of a

technique, and the resources available are schedule, note-taking, time tracking, special time management app and so forth.

Reflecting on my time management and organising study, I have developed knowledge and skills that I will put into practice in juggling several tasks. This has improved my own practice to modify plans to meet my learning outcome and identifying the targets I must meet. My learning experiences, both within and outside the classroom, have enabled me to develop skills that have prepared me to be a successful professional in my field. I knew about time management and organizing before I began this course, however I have learnt to know some useful sources from class that has been designed to implement and this has been helpful.

In addition, I am very happy by applying the 'SMART GOALS' in my personal and professional live which explains about been Specific, Measurable, Achievable, Realistic and Time-Related. I have also included in My to-do list the importance of being responsible and knowing time management by setting task deadline. Using Pareto's concept as a guide, I've learned about the importance of effort and reward in all my tasks, both personal and professional. (Pareto,1906).



Reflecting on organising study, I have always had filing cabinets to keep track of my important papers but listening to lectures in class and learning through modules has given me more ideas.

The following are some of the techniques I've developed because of my studies:

- Work schedules
- Workplace that is neat
- Paperwork that is well-organized
- Filing

I have found that choosing a study location where I can access all my materials, such as: notebook computer, books, notes, and other writing resources.

There are also some practical considerations I need to make when choosing where to study. A decent light source such as adjustable lamp is essential, particularly if I plan to study at night or in a space with little natural light.

Avoiding any distractions and annoyances is one factor I have taken into consideration. Anything I may need should be within easy reach of my chair, as this will reduce excessive movement and distractions while I try to focus. (skillsyouneed.com).

ACADEMIC WRITING

Academic writing is characterised by its clarity, conciseness, emphasis, structure, and evidence-based support. Its aim is to make it easier for the reader to comprehend. It has a formal tone and style, but it isn't overly formal, and it doesn't require the use of long sentences or complex vocabulary. (gre.ac.uk).

In the English language, there are just many different types of sentences. When it comes to essay, my most difficult task was figuring out how to format an essay or research. I learned how to adjust how I organise my writing after completing the Academic writing module.

I heard about 'Adverbial phrase' when I was first assigned a job to do at my previous job, and I knew when, how and where to use in my sentences.

Throughout learning, I learned that adverbial phrase can also be used to start a sentence whereas effective essays/writing require range, style, and variety, and that thinking about the sentence I will use is a good and easy way to achieve this. I also discovered that every sentence I write must fall into one of four main categories.

Writing would be crucial in my future profession of assisting individuals and families in need. Good wording is needed to help them with their individual needs and interests.

Furthermore, knowing how to structure my academic writing has helped me focus on the sentences I write which will be helpful in my intended career. I learned that a simple sentence

could have a compound subject, and that even though there are two subjects, I can retain one full concept, and that the same simple sentence can have a compound verb or two verbs.

One of the most important things I have learned is to use straightforward and concise language so that my reader understands exactly what I am doing.

An academic writing must have a clear objective not just a set of ideas about subject. Begin by formulating a specific point around a related research topic or supporting details. Must include knowledge that is relevant to y my main goal. (scribbr.com).

To put what I have learned about academic writing in practice, I must:

- I ned to read and comprehend the issue.
- Ideas for the subject should be brainstormed.
- Making notes as I read about the topic.

My planning and writing of essay, as well as the inclusion of knowledge and information from my readings, must be correctly referenced.

This module has assisted me in improving common sentence structure issues by improving my academic writing by understanding my strength and weaknesses. However, it now holds much more meaning for me than previously.

PARAPHRASING

Paraphrasing means explaining the context of someone else's phrases with your own words (wordvice.com)

In addition, one way to a text in your own writing without citing source material is to paraphrase it. (Purdue University)

I have heard of paraphrasing before but didn't know much about it until the beginning of this module. Thanks to my lecturer's guide, I now understand paraphrasing. During my classes, I learned that converting words to synonyms, breaking long sentences and mixing short sentences are the best strategies for paraphrasing. Specialized vocabulary cannot be modified, but the form of the text must be changed to maintain the same context.

The most practical method to paraphrase I found is as follows:

- Reread the original passage before I fully comprehend its meaning
- Set the original aside, and jot down my paraphrase on a piece of paper.
- Compare my version of the original to ensure that it correctly conveys all the important details.

- Using quotation marks to describe every word I have taken verbatim from source.
- As well as acknowledging the contribution of others.

I have learned to consider the potential context of each paragraph or section rather than focusing on individual words. Moreover, putting the reading aside after each paragraph or section and stating it in my own terms and rewrite is one thing I have learned.

REFERENCING

The University of Wales claims that right referencing is a must-have ability. You will be required to consider other people's work by referencing them in a known and consistent manner while writing an assignment.

Referencing can be described as a collection of guidelines that outline how you consider the intellectual contributions of others in your study. Referencing is major aspects of scholarly writing. It assists in avoiding plagiarism when completing assignment in accordance with the guidelines.(Bachelorprint)

According to (skillsyouneed), you should emphasise the use of the author's ideas and the words in any academic article, document, study or assignment by:

- Giving credits to the original author for their own thoughts and work
- Making sure the points are clear.
- Allowing the reader to continue reading the original work if they so desire.
- Allowing the reader to determine how old the information is
- Demonstrating to the lecturer that a research is done on a subject
- Avoiding plagiarism

Reflecting on my referencing practice, I have come up with the understanding of which referencing style to use anytime I use information from a source other than my own, I must cite the source. I also discovered that there are four recognised referencing style at UWTSD but the one I will rely on is the Harvard referencing.

Furthermore, my knowledge on in-text citation was lacking, but this module has clarified the method of referring a source of information inside assignments to indicates where it came from whereas my understanding of quoting is to use the author's exact language and implement it into my work. This quotation explains the difference between a long quotation of more than thirty words and a short quotation less than thirty words.

Moreover, learning how to identify journals and books through this module has been helpful in terms of referencing types of resources I have been considering.

Here are some examples of what I have been thought in class when using various types of resources.

- ❖ Harvard referencing should be: surname first then initial
- ❖ Internet: author's surname or organisation (year of publication)
- ❖ No author: Use organisation in place of the author or title in italics
- ❖ Unknown cite should be use as n.d , (n.d) or Greegs (n.d)
- ❖ Multiple works by same author should be used as e.g. (Clarks, 2010 p.46) and (Clarks, 2010 p.34)
- ❖ Newspaper and journal articles should be used as: author's surname, year of publication, page number

The diagram show what I have stated.



(google.com)

CONCLUSION

Thinking about how to improve on what I have learned, I will provide opportunities for people in need to use the knowledge and skills in a variety of ways.

I was able to gain a lot of new things from class by completing this module with the support of my lecturer. I would say I knew most but I also picked up a lot of new information. I am thankful for today's technology which allows us to more easily access information that will assist my academic writing.

Reading and research projects using books, journals and other resources have not only provided me with information, but they have also helped me become a good reader and writer, which will benefit me in both my personal and professional live

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