

Programme: Certificate of Higher Education in Business Skills for the Workplace

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Assignment name : Reflective report

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From the list of the brief, 3 skills are chosen and they are academic writing skills, paraphrasing skills and summarizing skills.

Description:

This "Certificate of Higher Education in Business Skills for the Workplace" module taught me one of the most valued skills which is academic writing. Before taking admission in the course, my writings lacked a proper structure, coherence and clarity. Before, my ideas were not always structured, as language was not academic and referencing conventions were not followed (Li and Mak, 2022). The course made me write essays, reports, reflective work, all of which improved my academic skills. Paraphrasing is one of the key skills that I developed during my time with the course. Prior to this, I did not know how to paraphrase without losing their sense or using words that are synonymous. It was when I was assigned to paraphrase texts from scholarly sources that made me realize that it was such a vital skill to avoid plagiarism and show comprehension (Ruslan et al., 2020). Another very crucial skill I learned in this course is the skills of summarizing. Summary involves reducing significant amounts of information to simple points that are understandable. This was largely applied in most of our assignments which included an executive summary and a case study review. I found myself struggling before this course and found it hard to decide what points were critical and resulted in summaries that had too much detail or lacked all important information.

Feelings:

I was pretty nervous regarding the strict academic writing standards that I had to meet in that class. It demanded strict references through different styles and a formal tone, which became too stressful for me. Every time the drafts got feedback for improvements, it frustrated me. However, as I moved forward, I realized improvements started coming in my writings and this made me feel much more confident. Whenever my tutor gave me positive feedback, it really uplifted my morale to work better. My first impression of paraphrasing was challenging and time-consuming. Sometimes, I was not sure about whether my rewritten sentences were appropriate for the work or whether they clearly conveyed the original message in a different manner. Such uncertainty provoked my frustration and reservations in including sources in the work. Gradually with time

and through constructive critiques, I became more confident. I slowly realized the real value of paraphrasing to increase the depth of my understanding of the materials and add originality to my work. During the first days, summarizing was difficult for me . When working with long texts sometimes I got really puzzled and didn't know what to use and what to discard. However as practice within the course started slowly, I grew more confident and capable. The more exercises on summary work and appreciation over my work made me feel that I was improving .

Evaluation:

I found essay structure, referencing and writing skills workshop immensely helpful. I have learned about how to write a good introduction, paragraph structures and logics in conclusions. In those sessions, I also learn when to use a credible source and to cite them properly. It was a bit tough at first since sometimes I gave too much emphasis on research and not enough on writing. But lessons taken during the course helped me sort this problem out (Hanim et al., 2020). The emphasis on the course on academic integrity and paraphrasing exercises really worked on me. Probably, the sessions in the library where they taught us how to rephrase difficult concepts and how to alter words really assisted me. I made mistakes at first by holding too much of the original wordings or unintentionally changing the meaning given in the text. But some lessons were learned from feedback and my tutors to correct those mistakes and make me better. Paraphrasing became easier when I learned to focus on the real meaning of a sentence rather than specific words. Group activities and a workshop on summarizing were a pretty good experience. For example, summarizing case studies with my colleagues helped me to comprehend the different ways to capture main ideas and reject other information. At first, some errors had emerged such as including irrelevant information or failing to capture the meaning of the text, but I was able to correct my approach by guidance from my tutor and fellow peers. With time, I learned how to focus on the purpose of the summary and to tailor it for the intended audience (Shodieva, 2023).

Analysis

It was a very important skill development for both my academic and professional life. This academic writing skill is very important to the articulation of ideas, building arguments, and demonstration of thought. This helped me understand how to connect critically with literature, analyze sources, and present arguments in a coherent and structured way. Indeed, these are skills

that are essential not only for academic purposes but also vital for professional performance at the workplace, particularly for tasks such as drafting reports or preparing proposals. Paraphrasing is a very essential skill to develop in both academic and professional life (Yahia and Egbert, 2023). It enhances greater interaction with source materials, increases understanding, and guarantees originality. From the practice session, I have learned that paraphrasing effectively can be guaranteed by good vocabulary but also by synthesis abilities. This will help me in my profession during summarization of a report or explaining ideas in my own words. Summarizing is one of the important skills not just for academic purposes but also proper professional communication at work (Zhao et al., 2020). It gives me the opportunity to extract facts and present key information fast, especially for tasks such as writing reports, preparing presentations, or briefing colleagues. Moreover, summarizing really developed my reading comprehension since it made me pay attention to the central idea of a text.

Conclusion:

I am confident about preparing any academic writings, coherent ideas, and writing academically. In addition, I realize this is just the beginning and areas for improvement still lie for critical thinking and more polished arguments. I have made progress in paraphrasing skills which makes my work much more original and full of insight. even though I become really slow when trying to paraphrase highly technical or complex material. In the case of summarizing skills, I had made good progress and could really summarize information much better now. Sometimes it is tough for me to actually summarize highly technical or abstract texts which is a drawback on my overall efficiency.

Action Plan:

To further hone this ability, I will read journal articles and summarize their contents. I will further engage in other workshops or consult experts which will hone my ability to critically analyze since. Because like academic writing, critical thinking often goes hand in hand and are fundamental and much more necessary to higher level tasks. To upgrade this skill further, I will invest time in paraphrasing different types of texts including technical and more abstract texts. I will try to read regularly and take notes since a rich vocabulary will facilitate and enhance the effectiveness of paraphrasing. For further improvement, I will write summaries of texts from different disciplines.

Through this exercise, it will let me summarize and accurately convey the key message. I will seek feedback from peers and the tutor to guarantee whether my summaries are correct and can be understood. This skill will improve with frequent practice and quality feedback.

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