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Reflect on your learning in this module

Academic and Employability Skills(BMSW4001 LON)

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CONTENT

- Introduction
- Referencing
- Time Management
- Presentation
- Summarising
- Conclusion
- References

INTRODUCTION

For someone who has been away from study for several years, for various reasons, this course has so far been very challenging and stressful for me. However, as someone who loves study and is passionate about learning new things I have found it very interesting. Also I feel proud to be studying at the University of Wales at Trinity St David.

Undertook a good deal of research and consciously chose this course because, as I was expecting, it contains a massive amount of information and many things I can learn to help me develop my knowledge and skills for my future career. During these 10 weeks of study I have been taught a lot of things by my lecturer which encourage me to finish the course successfully, regardless of the difficulties which I may encounter.

Today I am going to talk about Referencing, Time management and Presentation as well as Summarising. Therefore I am going to discuss and break them down for you and I will explain in more detail what I did and did not know about them before I started the course. This should be very interesting and will give you a better perspective on what I want to do and why I have taken the course, also what I have learned and what I am expecting from the course as a professional athlete. The course might even encourage my interest in becoming a coach in my future career as it has targeted problem solving, executive team working and academic and employment skills amongst other issues. It should uncover my weaknesses and develop my strengths.

REFERENCING

What is referencing? Referencing is a method used to demonstrate to your readers that you have conducted a thorough and appropriate literature search and reading. Additionally, referencing is an acknowledging that you have used the ideas and written material of other authors in your own words. (Imperial College 2017). As I write about referencing, I remember that when I considered the reference lecture, I realised it was completely new for me and I was confused. The first thing that came to my mind was "why should I reference?" Later on, the lecturer explained why referencing is crucially important and why you should always reference. So a few moments later, I became very interested and realised it was something I could and must do.

I was told that referencing is vital to you to carry out successfully, and crucial to your readers as they can see how you conducted your research. I also learned that paraphrasing and summarising can have a close link to referencing and unintentionally become plagiarism. It became more complicated when the tutor emphasised that when you want to paraphrase or summarise while avoiding plagiarism, you need to state the authors you are quoting. I totally understand that it is not fair to copy other people's work which does not belong to you. The tutor explained that in academic work, referencing is a way of saying 'thank you' out of respect for those people whose ideas you are using in your own work. For example, articles found on the internet should have an in-text citation as: Author/surname/organisation/year of publication; and be included in the reference list as: Author/organisation/publication year (in round brackets) website title/available at (accessed date),...

Harvard referencing example: "in-text citation: (Smith 2019); reference list: Smith, J. (2013) Statistical. 2nd ed. London: Penguin."

Finally, I have learned to include a reference for all the sources of information that I use when writing a piece of my own work. Also that I can refer to another person's work either by referring to their ideas or by including a direct quotation.

PRESENTATION

presentation information clearly and effectively is a key skill in getting your message across. Today presentation skills are required almost every field, and most of us are required to give presentation on occasions.

There are different types of presentation and there are any number of occasions when you may be asked to speak in public or to a group of people, (skillyouneed 2021) such as:

- Making a presentation or speech at a conference or event
- Objecting to a planning proposal at a council meeting
- Or addressing a smaller group of people more informal

At the beginning of this term when I was looking at the term schedule of study, I realised that we were going to study about presentation in few weeks later. I originally thought that this was going to be very simple and straightforward, but on the contrary not only was it not easy but in fact I found it very complicated. The lecturer explained everything in an academic way which I found tough. Before this week I found presentation very stressful because when it comes to the academic world things can be very different and challenging. In week 7 I learned how communication is vitally important in presentation. I had not previously realised how they both link together, but now I understand that a good presenter has to have excellent communication skills.

I believe that I am developing my presentation skills to make better presentation if I have prepared effectively. It means:

- That I have to be confident that I am saying the right things in the right way to the right people.
- And that I am very clear both about the nature of my audience and the message I wish to present.

Also it is important to have a structure consisting of:

- An introduction
- A clear exposition of the main points and a readiness to explain and enlarge on them.
- A summary/conclusion

PRESENTATION

Previously I used to be terrified if I was asked to talk in public, especially to bigger groups, because of a lack of information about presentation. However this fear has been reduced by learning about good presentation which will lay the groundwork for making effective presentation in the future. This is important because in my chosen career I have to be able to present a great deal of information to many students in interesting and effective ways. This skills gives me more confidence to communicate my thoughts and knowledge to my students and encourage them to work as a group, and it will be vital in my future job.

TIME MANAGEMENT

Time management starts with a commitment to change. Time management is easy as long as you commit to action in order to improve your own time management and train others to do so by:

- Better planning
- Prioritising
- Delegating
- Controlling your environment
- Understanding yourself and identifying what must change about your own habits, routines and attitudes.(indeed 2021)

During the last 10 weeks in this course I have realised how important time management is to our daily life and careers. Before starting this course I did not know how to manage my time well, but now I am learning to manage my time, and manage and protect the time I have planned. Some people say that they "do not have time", or that they do not plan or protect the planned time. But I believe that if we plan what to do and when and then stick to it, then we will have time.

In my coaching career in the future I will know:

- How to manage calls and emails, and how to reflect on things and consider what might be a waste of time and what might be fruitful.
- How to prioritise my activities and make plans.
- How to use a diary and activity planer to schedule when to do things, and time slots for things I know will need doing or responding to.

Finally there are many other aspects of time management that I have learned about which I hope to use in my future career.

SUMMARISING

Summarising, both when reading texts and when listening to lectures or presentations, is an essential skill in student life. In order to understand how to summarise and make effective notes it is important to be clear about what your purpose is. Usually in universities or indeed at any meeting one will make notes in order to use them later, for instance when revising for exams or writing an academic essay or a report. This means that your notes not only need to contain the main points but also be clear and easy to use. During this course I have learned how important it is to be able to take good notes, which has proved to be essential in lectures. When we reached week 7 we were asked by our lecturer to watch some movies and summarise and make note of what we understood and send them to the chat section. First she explained what we needed to do and what structure we needed to follow. This was a new skill and I found it stressful and challenging, especially as the tutor was emphasising that it is vital for us to master this skill. In spite of my confusion I realised this was something I could, and must do. It was not going very well at first but as time passed I improved and became more confident. Later on we were asked to take part in a class activity where we should discuss in groups: Why we should take notes and when we should take notes. We were then asked to share this with other students. I have to admit that because of my ignorance of this subject I found it confusing and embarrassing. But I was determined to do my best. I found that my understanding of summarising and notetaking was very different in the academic world to my previous understanding of it. It became more complicated when I learned that notetaking/summarising can inadvertently become plagiarism and I had to pay attention very carefully to avoid this. As a result of these activities I learned some valuable principles for notetaking and summarising. For instance I learned that when studying books or articles I should:

- Read the original passage several times until I understood it.
- Underline or highlight key words (or write them down if reading online).
- Look up unfamiliar words.
- Note down the important ideas using only a few words for each idea.

Furthermore I learned that summarising:

- Should not be a shorthand version of the text.
- Should pick out key ideas and concepts
- Should provide a skeleton of the argument or of ideas presented
- Avoid copying chunks of text as this could later become plagiarism

SUMMARISING

I believe these skills will be invaluable for me in the future as I intend to undertake coaching course which will necessitate taking extensive notes in a short period of time. I believe this course has helped me to develop my note taking and summarising skills which is a very important part of becoming a good coach.

CONCLUSION

I wish to conclude by saying that this course has proved to be phenomenally good from my point of view. During the last 10 weeks I have been developing my skills and knowledge, for example I have become more confident to express myself. I have been learning about manage my time, how to summarise and take notes, how to reference and how to make presentation.

This course also targets problem solving, effective team working, academic and employment skills, digital skills research methods and professional career development. When combined with the skills I have already acquired on this course, and those skills and qualifications I acquired as a professional sportman, (including discipline, hard working, working as a group etc,) they will be a tremendous asset in equipping me for my future career as a sports coach.

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