

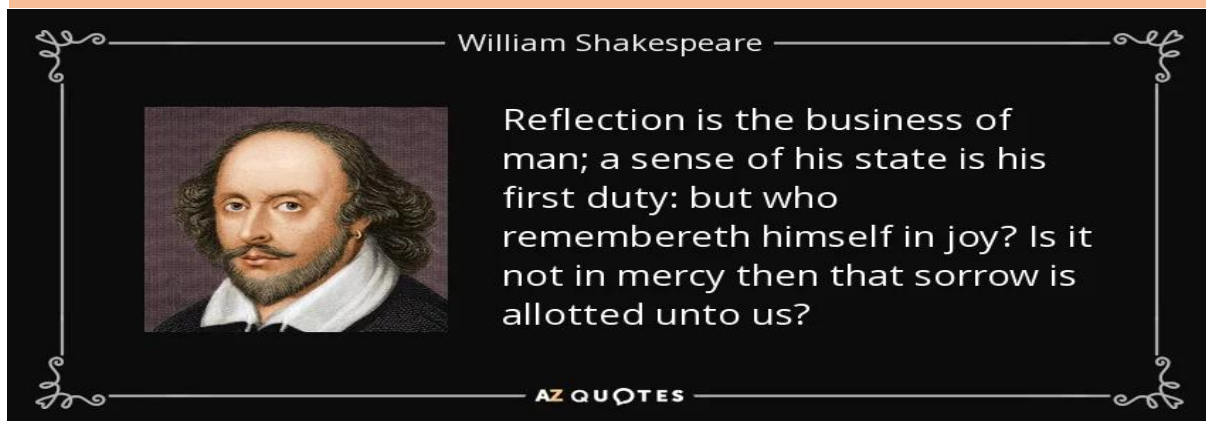


Certificate of Higher Education in Business Skills for the Workplace

PARAPHRASING SKILLS

REFLECTION SKILLS

SUMMARISING SKILLS



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Module Code LCLM4001- Academic Skills

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Reflective Report

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Introduction

The purpose of the report is reflecting on my proficiency education academic skills at University of Wales Trinity St David (UWTSD). It occurred during February and April 2024. I was coached in classroom by lectures. The lectures transmitted advisement on the rhetoric and oratory persuasive, consists on the succinct/concise academic effectively style way. We did exercises about how taken notes and how expressing feelings or reflection/experience. We learned how reflecting on the academic writing, reading, listening and speaking as well.

On top of this, I have learned and debating about scientific research methodology and academic style. We develop individual and group exercises in the classroom. We did discuss reflection individually and shared the experience with lecturer. I have designate this topic because I would express on my vision feeling or reflection from my intellect proficiency. I will enhance on the following three topics: Paraphrasing skills, Reflection skills and S

I have select *Gibb's model* of reflection (1988) to support me do this. This will be done using subjective method, this has six stage involves:

Description/experience; **Evaluation**/importance; **Feelings**/emotional expressing; **Analysis**/main ideas; **Conclusion**/focus on the key discussing; **Action plan**/strategies and general perspectives.

(Gibbs', 1988)

2. REFLECTION

2.1 Paraphrasing skills

Description

Paraphrasing refers change words, sentence structure and keep meaning. The lecturer delineated on the topic paraphrasing vision, we debated on the importance the proficiency and perspectives as well. I have learned how to change the form and placement of the words, change some ordering organization. On top of this aid me organising the order and structure changed.

I have learned how the Gibbs model works and I used this knowledge to do this. In class I would share some experiences with my colleagues. On top of this, I have learned how to identify the synonym in formal language, to express an ideology in the same vision, avoiding plagiarisms well. This experience the University providing was useful because clarify how I could project and progressing my skills professionally.

Felling

I felt confident and productive on the knowledge acquired in this lesson. On top of this I would expressing and share my experience or perspectives of academic freedom as well. (Gibbs', 1988)

Evaluation

It was satisfactory practice this experience I could the expressing thoughts, selecting the best alternative/perspective and optimising experiences, from main ideas and discussions. Nevertheless, this lesson is an essential tool for to solve various and complex activities.

Analysis

It was useful skill and positive to me because I have learned how to managing my personal skills and professionally situation as well.

On top of this, paraphrasing refers an expression in other words, usually fuller and clear of the sense or a written or spoken passage or text a free rendering. Also we use these of mode of literary treatment as well.

For instance: In a court of law, a lawyer can interpret the law codes in different order without changing the meaning of the law. I think that this knowledge constitutes an order of academic freedom as well. Nevertheless, It was useful because I could improve my skills rhetorically¹ as well. I am versatile individual who has vision is very dynamic and always likes learning, acquiring new challenger or proficiency and progressing my knowledge. Absolutely this aid me to grow academically, personal and professional as well. I used to do this.

Conclusion

I was able to understand in a summarized perspective I can explain in a short period of time a global exposure in large professional and academic projects as well.

On top of this this knowledge was a constructive psych pedagogical² learning instrument.

¹ *Rhetoric* is a way of communicating correctly, effectively and persuasively.

² *Psycho pedagogy* refers on the comprehension of the knowledge of the learning

process in their supreme distinctive perspectives on the cognitive, emotional or corporeal.

Personal Action Plan

I will try to reflect more so that I would enhance effective skills. For instance, I would say that the acquisition of knowledge, I will be able to share ideas or perspectives accredited on my professional situation or academically as well.

2.2 Reflection Skills

Description

The lecturer related on the reflection writing topic and we debated on the importance the proficiency and perspectives as well. We did individual exercises and shared on this topic with the lecture. I would say that, I have learned useful method, that aid me organising my main ideas on the reflection and proficiency as well. On top of this, *reflection writing involves looking back at occasionally or frequently a proficiency, casually that fact but it could also be an idea or object.* (UWTSD,2024).

I have learned how the Gibbs model works and I used this knowledge to do this. In classroom I could share some experiences with my colleagues about how writing critical vision when expressing the reflection writing as well. This experience the University providing was useful because clarify how I could project and progressing my skills professionally. (UWTSD,2024)

Felling

I felt confident and productive on the knowledge acquired in this lesson. On top of this I would expressing/reflecting my experience, defending different perspectives of academic freedom³ as well. (Gibbs',1988)

Evaluation

It was satisfactory Reflection writing considering on the expressing thoughts, selecting the best alternative/perspective and optimising experiences, from main ideas and

³ *Academic Freedom* comprehend on the Freedom of teaching, the Freedom of the student to pursue knowledge, without prohibition and freedom of teaching the freedom of the professor to teach in congruence with the law of an academic discipline. (Reichman,2021)

discussions. Nevertheless, this topic is an essential tool for solving complex problems from different levels. (Gibbs',1988)

Analysis

It was a useful skill and productive to me because I have learned how to manage my personal competence on the organisation, motivation, team work, problem solving, communication, stress tolerance and adaptability on all the perspectives in my life style, on the academic style or professional situation. For instance: I am a versatile individual, who has vision is very dynamic, I have lived different experiences. On top of this, I am analytic as well. I always like learning experiences from different references sources, which aid me grow academically and professionally as well. This topic involves recapitulating and organising main ideas attentively.

(UWTSD, 2024)

Conclusion

I could comprehend that Reflective writing builds confidence for goals achievement leading to deeper learning as well. However, I have learned to digest literally the perspectives on the positive and productive way. This contribution will be an essential element on my career professional. On top of this involves academic freedom as well, permitting expressing, reflecting feelings in right way and discussing on different perspective. (Gibbs',1988)

Personal Action Plan

In the future, I will try to reflect more so that I would enhance effective skills. For instance, I would say that the acquisition of knowledge, I will be able to share ideas or perspectives accredited on my professional situation or academically as well.

(Gibbs',1988)

2.3 Summarising skills

Description

The lecturer described about summarising in class, we exercised and debated on this competence. I have learned how to summarise a text and writing concisely or succinctly the summary which are used, when doing this. However, summarising is a shorter version of the original, only want the main point. In class we practiced the strategies how to summarise text, was essential considering the main constructive ideas as well. I have learned Gibbs model to do this.

(UWTSD, 2024)

Felling

I felt that lesson was constructive discernment and positive rhetorical experience. It was essential learning how to organise the main point rhetorically. (Gibbs',1988)

Evaluation

I was invaluable proficiency. I managed the skills rhetorically. It contributed for progressing my ability/achievement. (Gibbs',1988)

Analysis

It was positive and useful to me because I have learned on the literarily, organising the order of the long paragraphs in short paragraphs. For instance: It is paramount in meeting on the global slides projects illustration, marketing service on social media (commercial advertisements) general on the professional and academically situation as well. I always I like learning experience from different references sources, which aid me grow academically and professional as well. I practiced on the steps in writing summary, how to selecting main ideas in text, underlining and understanding precisely. On top of this Iam analytic as well. (Gibss'1988)

Conclusion

I would be understanding that, I could progress on the literary knowledge skill effectively and grow professional. On top of this, it was a constructive and beneficial knowledge, will be a advantage on the professional circumstance. (Gibbs'1988)

Personal Action plan

This will aid me on my future, university evolution I will try to summarising more, so that I could improve my knowledge skills. On top this I am feel confident as well. I believe that I have become a rhetorical person professionally, through knowledge and evolved experience as well. I am currently available, as well as looking forward to having a new academic experience. (Gibbs',1988)

3. Conclusion

I could comprehend that reflective report I was able to understand that the reflective report refers to a *psych pedagogical* rhetoric, which acts for growth, development, maturity, analysis, a *keen eye*, understanding knowledge, abilities, skills for reflective and critical training on learning proficiency. For instance: I am member and human rights activist in Mozambique and London (Amnesty International). I have these two positions since 1993. I have open mind, I am versatile individual, who has vision is very dynamic, I always like learning different perspectives which aid me grow academically and professional as well. On top of this I would like to be a lawyer and I am analytic as well.

Nevertheless, I am someone who always likes learning, gaining new experience and developing my skills/knowledge. All this helps me to grow academically, personal and professional as well. I used this academic style to do this. On top of this, the academic style involves a progressive rhetoric essential on the writing, reading, listening and speaking skills. It is usefully academic and professional as well. I would say that a rhetorical person refers involves someone has the personal skill or competences developed, on the organization, motivation, team work, problem solving, communication, stress tolerance and adaptability on the academically and professional life style.

4. References

Reichmann, H. (2021). Understanding Academic Freedom. United States: Baltimore Maryland.

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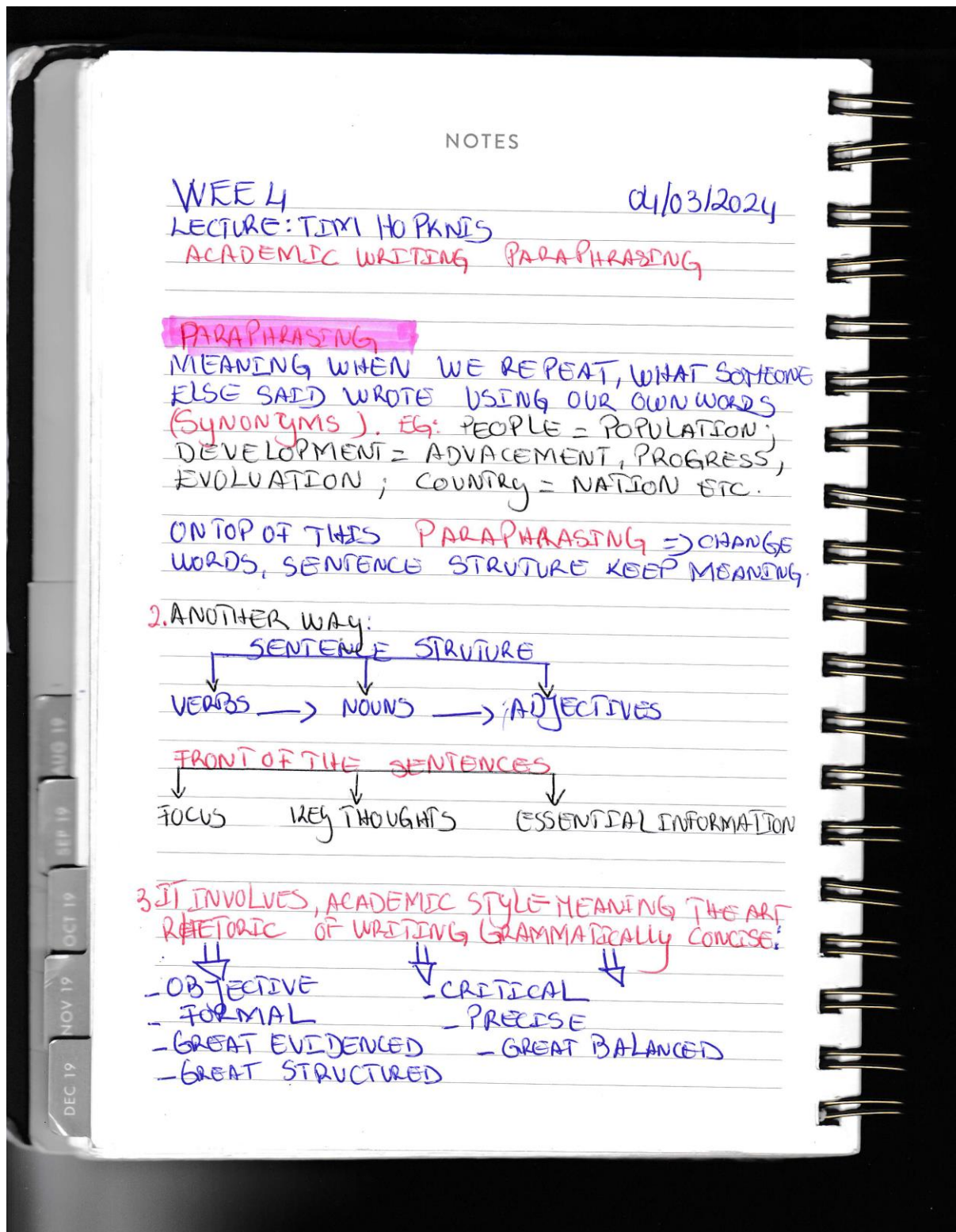
UWTSD, (2024). Slide 6 Reflective Question Activity (GIBBS). UWTSD: London.

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5. Appendices

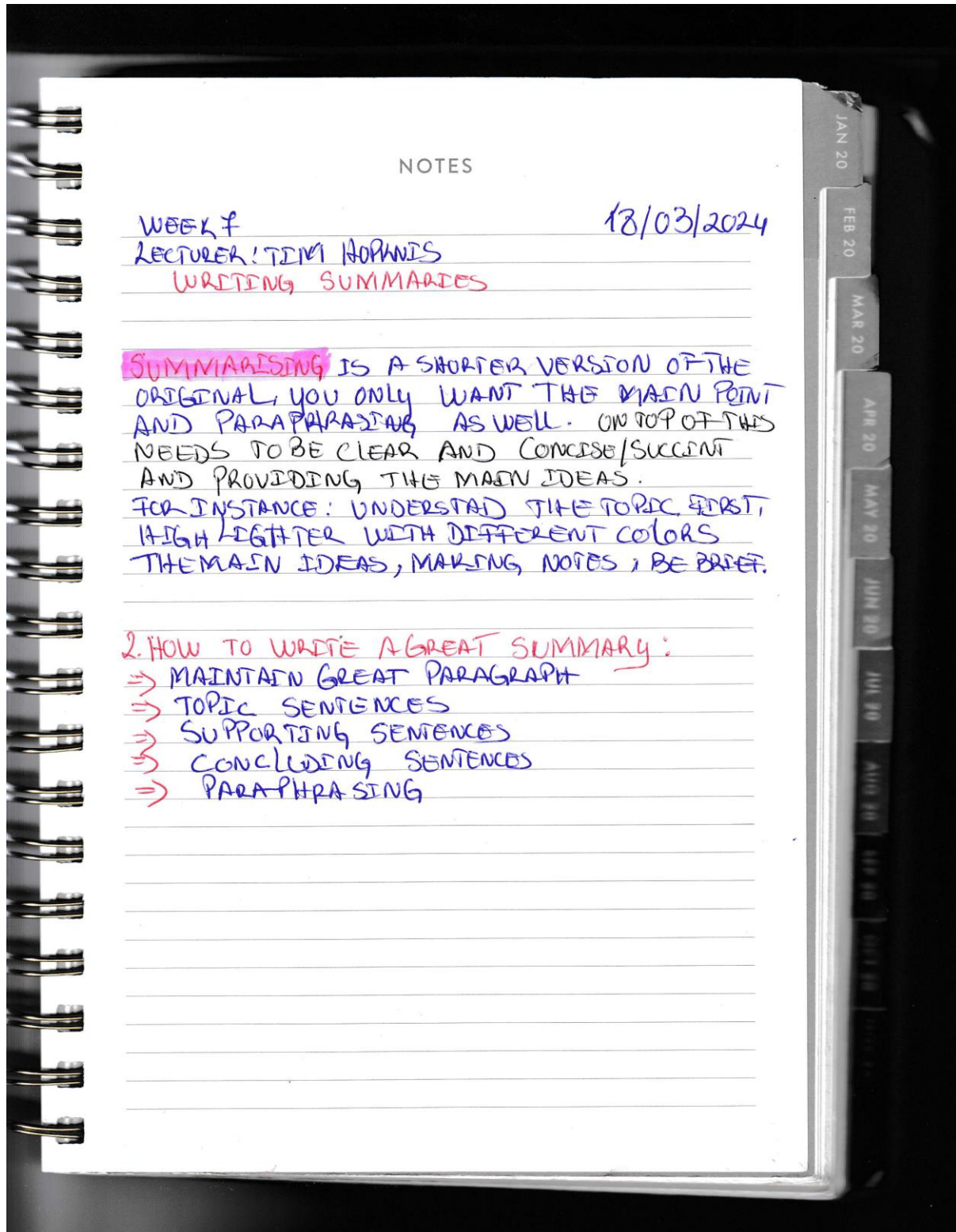
Observe Appendix 1. In week 4 I studied Paraphrasing skills, I have taken notes

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Observe Appendix 2 In week 6 I studied Reflective skills, I have taken notes

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Observe Appendix 3 In week 7 I studied Summarising skills, I have taken notes

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ARCENIA CECILIA MAGAIA "2326014" 18/03/2024

NOTES: WEEK 6
REFLECTIVE REPORT

INTRODUCTION

The purpose of this report is to reflect upon FREEDOM OF SPEECH AND HUMAN RIGHTS. This will be done using Gibbs' model of reflection. Gibbs' reflection model has Brief explanation about the stages.

DESCRIPTION

The freedom of Speech and Human Rights are absolutely essential for organizing a democratic society as a result of its advantage.

FEELING

I FELT that together we are powerful. The Human Rights organization in the world do a Spectacular job, admits in favor of law to guarantee of Human Rights and freedom of Speech, concerning in a paramount paradigm.

EVALUATION

It was writing upon Freedom of Speech and Human Rights, for expression marvelous ideas Exchange of ideas, discussions and dialogue encourage society to change. In addition, freedom of Expression limits the abuse of power.

TRUTH AND RESPONSIBILITY AND TRUTH AS WELL.

Observe Appendix 4 In week 7. I studied Summarising skills, I have taken notes

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	<u>Analysing</u> I presume a promotion, concerning a scientific expression of socio-intellectual communication in favor of human rights and Freedom of Speech within Society. <u>Conclusions (General)</u> Freedom of Expression and Human Rights is fundamental right because it is provided for in the Constitution as a basic guarantee for individual human dignity and for the functioning of the democratic structure of the State. <u>Conclusions (Specific)</u> Its guarantee is essential for the dignity of the individual ^{of the individual} because "all life matter". This is a vital feature of a democratic society. <u>Personal action plans</u> In my point of view as a human rights activist and visionary, with a professional experience of over twenty-five years I will continue to acquire more knowledge about the functioning and implementation of the law within a civil society.
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