



VIRTUAL LEARNING ENVIRONMENTS IMPACT ON UWTSD STUDENTS

**ACADEMIC AND
EMPLOYABILITY SKILLS**

Academic Report

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Academic Report



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It is important to reflect on what has been learned throughout a given module to ensure proper understanding. Reflection is part of learning and thinking, and students need to reflect on what they have learned in class (Wain, 2017). Reflective learning is used in emphasizing the intention of learning from prior and current experiences. Reflection in learning permits students and learners to break from the learning experience, develop crucial thinking skills, and enhance future performance by analyzing what has been learned. In class, a student can reflect on what has been learned in class and get to know and understand what has not been learned and what has never been considered important (Wain, 2017). In this module, I have reflected on different topics, including paraphrasing, summarizing and CV writing. In these three topics, the Mezirow model of transformative learning can be used in reflecting what has been studied. The model is widely known, and it majorly entails various mechanisms in which students and learners can interpret their sense of experience to ensure meaning and facilitate learning (Biasin, 2018).



Paraphrasing

Paraphrasing

In this module, paraphrasing is one of the most important topics that I have learned. Reflection would therefore be of assistance and significance to help me understand in depth what it entails. Paraphrasing refers to rewording or restating a text or paragraph to expand information without any possibility of plagiarizing (Marzec-Stawiarska, 2019). Paraphrasing is often used mostly when doing essays and research papers and writing a piece of information obtained from a particular source in another way without changing the meaning. In paraphrasing, it is important to include information and certain ideas obtained from the original source in the paper by writing them in other words. I learned that the secret of successful and effective paraphrasing is using fewer words and being keen not to alter the meaning of the text. It is important that while paraphrasing, I become mindful and cite the paraphrase because lack of appropriate citation would lead to plagiarism.

While learning paraphrasing, I learned that it has different significances that, as a student, would help me advance my learning skills. It was nice learning that paraphrasing is significant because it would help me understand the source from which I have obtained my information well enough, thus easing writing it in my own words (Marzec-Stawiarska, 2019). Paraphrasing is an essential mechanism of using source material for research papers and essays as long as it has been accurately referenced. In academic writing, research papers and essays, copying and pasting is not allowed because it means that a student has not understood whatever has obtained from the original source; therefore, paraphrasing would be helpful in such circumstances to prove to the lecturer that what is being written has been comprehended and understood. Additionally, through reflection, I understood why paraphrasing is considered a valuable tool. The first justification is better than quoting information from a random passage (Marzec-Stawiarska, 2019). Besides, it aids in controlling the temptation and urge to use excess quotations.

Paraphrasing

However, I learned that there are instances when paraphrasing would be ineffective and misleading. I never knew that there are instances when paraphrasing would be impossible because, throughout the module, I have been able to appropriately paraphrase most texts from original sources (Marzec-Stawiarska, 2019). The first instance where paraphrasing would be difficult is when the source's wording is more vivid and memorable; in this case, I would not rewrite it to make it sound any better. Additionally, it would be effective to use quotes instead of paraphrasing when the exact words of authority would support my ideas. Additionally, it is sometimes better to use quotations instead of paraphrases, especially when I am interested in drawing attention to the author's opinion (Marzec-Stawiarska, 2019).

In the module, while reflecting on paraphrasing, I learned the basic steps that are fundamental in ensuring an appropriate and effective paraphrase (Marzec-Stawiarska, 2019). The first step involves reading and making notes; in paraphrasing, I need to read the text I am interested in paraphrasing carefully. While reading, it is crucial to note down all the essential phrases and terms that need to be remembered. The subsequent step involves finding different terms and equivalent phrases and words to be used in place of those that need to be replaced. In this step, I must be very careful in preserving the original text's meaning more in instances where technical and scientific terms are involved (Marzec-Stawiarska, 2019). After reading the text and identifying terms that require replacement, it is vital to rewrite the text in my own words by simplifying the vocabulary and grammar while adjusting the order of the words and sentences.

Paraphrasing

It is also important to replace passive expressions with active expressions to avoid making sentences passive. I would not forget that I am required to break complex sentences in this stage, break longer sentences, and make them shorter to make the new text easy to comprehend (Marzec-Stawiarska, 2019). According to what I learned, the final stage of paraphrasing is checking and analyzing the work by comparing it with the original text to ensure that it makes sense. The paraphrase is supposed to be simple, precise and written in my own words. In most cases, the paraphrase is shorter, but it should entail all the required details. Mezirow model of transformative learning can be applied to paraphrasing because the model involves exploring new ideas, including rephrasing and using other unique synonyms in sentence structures to ensure that the final text makes sense and is grammatically right (Biasin, 2018). Additionally, the Mezirow model of transformative learning focuses on young adult education just as paraphrasing is learned in schools.



Summarizing



Summarizing

In this module, I learned that summarizing involves synthesizing the main ideas and concepts of a given piece of writing and restating in my own words. A summary can be written as a stand-alone assignment or a longer paper section (Lazic et al., 2020). While reflecting on summarizing, I learned that I must be careful and keen to avoid copying exact words from the original text. Summarizing can make it easy for me to present an overview of a specific text or source by avoiding including unnecessary details while maintaining the main idea that has been communicated in the sources. It is vital to note that a summary is the shorter version of the main and original source; it should entail all the primary points written in my own words to avoid plagiarism (Lazic et al., 2020). While summarizing, I learned in the module that I should only select the relevant information that would make meaning of the original text.

Reflecting on summarizing learned in the module has helped me identify some of the importance of the topic. Summarizing has appropriately taught me how to distinguish the most fundamental ideas in a text and overlook unnecessary and irrelevant information (Lazic et al., 2020). Additionally, by summarizing in this module, I have learned how to integrate the main ideas significantly. Additionally, summarizing has helped me improve my memory and remember effectively what I have read in class. Apart from schools, summarizing is a mechanism that can get used in many content areas. Besides, through this topic, I have reflected that it can aid me to learn to appropriately determine key concepts and combine essential details that support them. Learning about summarizing has put me in a position where I can focus on main phrases and words worth noting down and recalling (Lazic et al., 2020). Furthermore, by summarizing, I learned about taking a large section of a text and making it shorter by considering the main points and making it relatively concise for easy understanding.



Summarizing

The main objective of summarizing is to inform the reader of the main text because it describes the central idea. Before this module, I was not aware that specific steps should be followed for effective summarizing; I have now learned that the steps are very fundamental. The first step is reading and understanding the main text then thinking about the text's objective (Lazic et al., 2020). In the purpose, I realized that it is worth considering some things, including whether I am summarizing to support my points or to criticize the work in the original text before introducing my main points. The third step of summarizing entails choosing the relevant information depending on the purpose of the summary. After selecting the relevant information, I should find the main ideas in the topic sentences while distinguishing them from subsidiary information.

The subsequent step involves altering the sentence structure by identifying the meaning relationships between the ideas and phrases and changing the grammar of the main text. This step also requires me to simplify the main text removing the complex sentences and making them simpler (Lazic et al., 2020). The steps are followed by rewriting the primary concepts in complete sentences using conjunctions, including, however, since, therefore, among others. The last step is checking the work to ensure that the purpose is clear and the original text's meaning has been retained. Mezirow model of transformative learning can be applied to summarizing because the two connect and read and understand the main text, then change the wording but retain the original meaning (Biasin, 2018). Additionally, the model is important in summarizing because it entails concepts that ensure all the important details and covered.



CV Writing

CV Writing

CV writing is very important in the contemporary world because it provides students with the best techniques to use in writing complete and effective CVs. A curriculum vitae (CV) is an essential document used when applying for jobs (Break, 2020). CVs allow for easy summarization of education, skills and experience, making it possible for individuals to market their abilities to potential companies and organizations. I learned that a CV should be written to ensure that it communicates to the potential employers my professional history, and it should also highlight why I believe I am the most appropriate individual for the job. In most cases, employers often ask for cover letters to back up the CV. Standard curriculum vitae should not be longer than two sides of an A4; a recent graduate with less experience or school leaver may only require one side of an A4 to complete their CV (Break, 2020).

I learned that there are various significant things that I must include in the CV to make it complete and effective. The first important component is the contact details that include the name, mobile number, home address and email address to make it easy to reach me in case of anything. The CV must also have a profile that is a precise statement that highlights the main attributes and assists me to stand out among many people (Break, 2020). The profile is mostly put at the beginning of the CV, and it entails the skills and achievements while expressing my career objectives. A good and effective CV profile should focus on the application sector; CV personal statements should be kept short with a length of 100 words. I also learned that while writing a CV, I must include education level, including professional qualifications. In education, the qualification types and dates must be included.



CV Writing

Additionally, when writing a CV, it is important that I list my work experience in reverse date order, making sure that anything mentioned is relevant to the job of application (Break, 2020). In work experience, it is crucial to include job title, company name, duration spent at the company and some of the main responsibilities. Another important sector would entail skills and achievements; it involves indicating the foreign languages. The skills listed should be very relevant to the job; I learned that I should not exaggerate my abilities because there would back up of the claims in an interview. A CV can never be complete without interests; this section requires that individuals write what they like, such as playing football and watching movies. The last part of a CV is the referees; in this part, I should write some of the people who can be conducted to ensure that the information can be backed up (Break, 2020). Mezirow model of transformative learning can be applied when reflecting on CV writing because it involves being creative and selling oneself to employers to consider for job opportunities (Biasin, 2018). Therefore, the model would make it possible for an individual to become creative and write an enticing CV.



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