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ACADEMIC AND EMPLOYABILITY SKILLS

BMSW4001

Reflection Writing

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Introduction

This academic assignment aims to show, in a reflective way, my learnings during this module, both terms 1 and 2. This reflection will forecast how this module has been useful to me. Different topics from both terms will be addressed in the course of my assignment and then detailed, such as: Academic Writing, Language and Reading (referencing, paraphrasing, summarizing, construction of academic assignments and plans).

For my goal to be achieved in this work I would like the reader to understand the tools that this module gave me and how it helped me to progress in academic Written and Spoken English.

To help me do the reflection I will be using Gibb's Reflective Cycle Model (1988). I chose this particular model because in my opinion is the most appropriate to understand how much I have learned from an experience. This model is often used to help people see what they can do better after something didn't go so well, and I see this model like an evolution, just like I see my path in this module.

Just like the Gibb's Model, I aim with this study to make the reader understand my feelings, my evaluation, my conclusions and the actions that I took from what I have learned.



Discussion

Topic 1 Ways To organize Study

Topic 2 Time Management

Topic 3 Smart Goals

Topic 4 To do List

Feelings

My name is Eric Silva, I am 21 years old and I came from Lisbon (Portugal) to do studies in London. I finished my High School in Lisbon, and as you probably know the study programme in Portugal is totally different from English one. Back in Portugal we have English classes as a mandatory subject but with only 3 hours per week my academic written English was not the best at the time, and I used to do written assignments and oral tests to the subject but nothing compared to what I had to do here.

In the first 3 weeks of the subject Academic and Employability Skills we started to understand **ways to organize the study** and how to do **time management** and it was really good for me because I study and work simultaneously, which means that I have to be really organized during study time. Time management was the kind of topic that I needed to learn to make my study effective. It was an easy topic but also very necessary to help me improve in that area

We were also thought about **SMART Goals** and how much is important to review our priorities and review where and how we spend our time. Because of it after that class I was excited to do a **“TO DO LIST”** similar to the one that the teacher showed us, and I know by doing that I was applying what I have heard in the lesson to resolve a real life problem – Managing my time. Bellow there is the list that I made and still use nowadays:
(list in the following page)



Day Phases	Hours	Activities				
Healthy Morning	7:00	Wake up; Get out of the bed; Dress;				
	8:00					
	9:00	Morning Exercise; Shower;				
	10:00	Breakfast; Home Tasks;				
WORK (1) STUDIE (2) INDEPENDENT WORK (3) RESPONSIBILITIES (4) Lunch (7);	11:00	1	2	3	4	7
	12:00					
	13:00					
	14:00					
	15:00					
	16:00					
	17:00					
INDEPENDENT WORK(3) WORK (1) NEW IDEAS (5) STUDIE (2) FUN (6)	18:00	3	1	5	2	6
	19:00					
	20:00					
	21:00					
	22:00					
	23:00					
Night	00:00	SLEEP				

Topic 1 Paraphrasing

Topic 2 References

Topic 3 Writing a CV

Topic 4 Analytical Thinking Skills

Evaluation

Writing essays is not an easy task, and when I needed to start doing them, my difficulties started to appear because my English was not perfect. In the following weeks of the subject I understood the importance of sentence structure, paragraph structure and note-taking, that was the most difficult part of my whole process during this subject.

Analysis

Besides being very difficult what really made me improve my writing skills was paraphrasing.

Paraphrasing is the action of writing someone else's words into our own. Among the techniques that are required to do it, there is: using synonym words, change word order and also change word class, but why was that so important to me? While I am writing essays I need to use published articles or literature from a specific topic but when writing about it, I have to make it different from the original while keeping the main idea there, most of the time I have to go look for words in the dictionary or on-line in order to achieve my goal. I am able to say that this specific topic helped me improve my written and spoken English not only in school but also in my life.

References was the following topic that was lectured in our classes and I was actually surprised about the importance of it. Back in Portugal, high school assignments don't require this much attention to this specific topic, so it was the first time that I was paying

attention to the importance of it. It was an easy topic but also important, and after that class I started to notice that every PowerPoint or article or video shown in our classes always have references.

Term 2 was more fun, I think that in every class we talked about something that complemented what was talked in the first term. In the first weeks the topic was about employability and all that as to do with it (writing a CV; writing a cover letter) it was an easy topic for me because I am already in the work market so I already know a lot of what was necessary to it.

From week 4 forward we started to talk about topics related to the end of the term assignment. We started by reflecting writing, which for me personally is a very difficult task, because it is easier to think about what happened during a semester instead of putting it in to words. There was different Models of reflective writing presented to me – and the one that I am using in this essay is Gibb's Reflective Cycle Model (1988). This was a very important class for me, because as I already said before it is easier to think than it is to write, so the models presented helped me to learn how I could do a reflection, they synthesize the ideas behind the reflection writing and put it in small steps, and that was what helped me to get through this task that I thought it was impossible.

After reflection writing we got into Analytical Thinking Skills, which was the other topic that I thought it was really useful. The question is who doesn't deal with problems? In work life or school life or even our personal life, problems happen and analytical thinking help us get through these same problems, that's the message that I took from that topic.

Conclusion

Overall this was an important module that had topics that I find very useful in my academic and personal life, and I took lessons from it that I will carry for the rest of my life.

Action Plan

After everything I learned in this module I can say that my English and my comprehension have improved and that means in situations where I will need to communicate and deal with colleagues or give instructions and be given, I have improve a lot. My action plan will be continue to follow my TO DO LIST in order to organize my time and also to keep using some of the strategies that I have learned in Analytical Thinking Skills

Conclusion

This reflection writing assignment had the objective of explain how I think my route was during this module. Thus, this study also talked about the topics that I find more important to my progression after this year of studying, some of the topics were easier and other were harder, but summing up I finish this module with a learning experience about skills required for the workplace.

References

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