

ACADEMIC AND EMPLOYMENT SKILLS

ASSIGNMENT 1

Class : BMSW4001

ACADEMIC REPORT

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Contents

Introduction

Main Body- Reflection

Time Management

Academic Writing

Paraphrasing

Public Speaking and Giving Presentation

Conclusion

References

Reflective Report 3

Introduction

The purpose of this reflective report is to develop academic and employability skills (ACE) in health and social care. This report aims to personally reflect on my experiences of learning of CertificateHE. ACE module about four different topics including **1.time management,2. academic writing, 3.summarising, and 4.public speaking and giving the presentation.**

A reflection allows the learner to continue learning and adapting to new roles/ situations (Schei, et al., 2019). This reflection model is applied to reflect on my personal experience with each topic. Gibb's model is one of the widely used reflection models that allow the reflective practitioners to describe the situation/event, feeling, and thoughts about the subject/ topic, and

analysis and evaluate their own learning experience (Gibbs, 1988).

Reflective Report 4

SHARE IT:



(Gibbs, 1988)

Main Body- Reflection

Time Management

Description- In class we were introduced a topic of time management where the teacher introduced to us how is the best way to manage time both in our studies and our day to day life .the showed us that there methods which can be put in place in order to catch up with the busy life we are living and these are:- Eisenhower Plan, personal development plan and Eisenhower Plan .

Feelings- The topic made me feel bad, that I thought I really understood time management better because I am always on time on work and class yet I was struggle with delegating and deciding what is more important than another. I was surprised that with Eisenhower Plan

personal development plan and Eisenhower Plan I can manage to submit my assignments on time despite having a busy life outside school. I often feel frustrated and nervous under high pressure but with this I am going in the right direction.

Evaluation- Good point in my experience was learning how to manage different tasks and work under stress or pressure. I learned that time management is the key skill in managing my assignments family life, and demanding job. A negative aspect of my experience was my failure of not meeting the deadline both my school work and my job. I often fail and become easily frustrated when seeing that I am running out of time to my deadline.

Analysis- Effective time management helps to

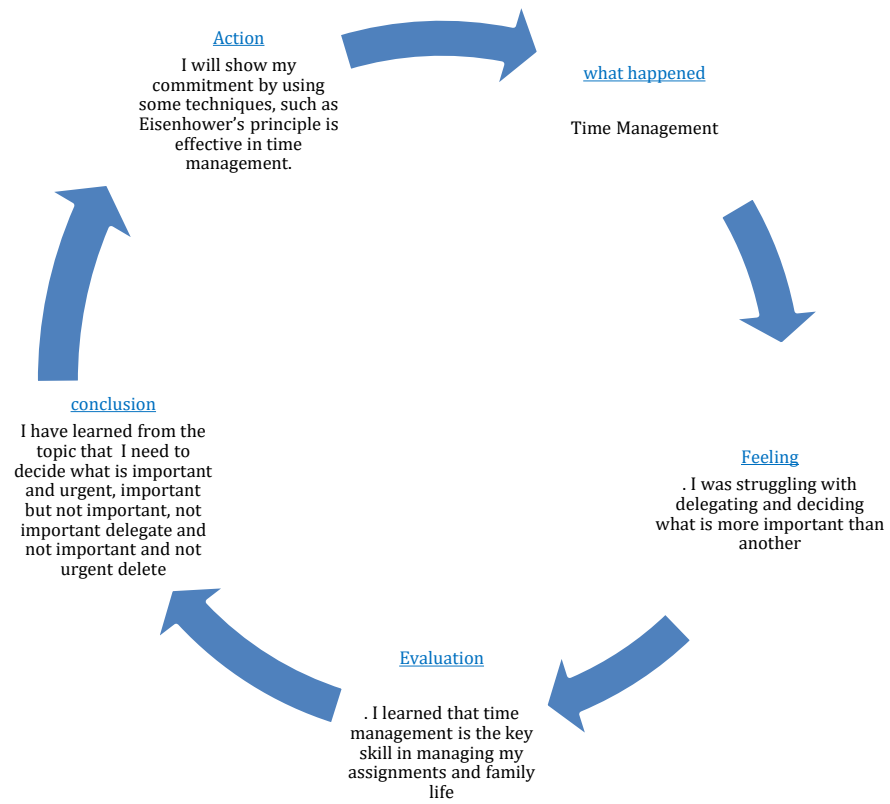
reduce stress/ burnout and increase productivity of the person (Pitre, et al., 2018). I have learned from the topic that I need to decide what is important and urgent ,important but not important ,not important delegate and not important and not urgent delete and also not to work on pressure, but rather plan. I realised that managing time effectively helps to manage different tasks. I have made my mindset for working with the tool I have learned in class, to avoid unnecessary stress. I learned about key elements of time management including being focused, being prioritised to rank tasks, avoiding multitasking, and being self-aware to track time which can help in time management (Rimmer, 2019). I think that effective time management helps to get work done timely and efficiently.

Conclusion- Time management is the key to timely and quality of any thing in life. Effective time management helps to deliver better patient care. In my line of work, poor time management results in patient waiting, delayed treatment, and stress for the carer (Pitre et al., 2018). In my opinion, healthcare workers are needed to manage time for different activities and determine priorities for day-to-day activities.

Action Plan- I will improve my time management skills for managing different tasks timely. For this, I will show my commitment by using some techniques, such as Eisenhower's principle is effective in time management. This will guide me to attend first urgent and important tasks and important and non-urgent tasks later

(Mfondoum et al., 2019).

GIBS Module of Reflection



Academic Writing

Description- In the classroom, we (20 students in the classroom) were asked to write an academic paraphrase of ten questions

Feelings- I realised that academic writing is not easy. I felt sorry and regretted not presenting a good academic essay. I was surprised by my friend's academic essay which was written more concisely with short sentences and examples in different subtopics. I was feeling low in front of other colleagues who presented better academic essays and higher marks than me. I also wonder if other colleagues' assignments were better than my assignments.

Evaluation- my good experience reflects my learning from my colleague's academic essay

which was a good sample for my learning and a framework for academic reports/ essays in the future. My poor experience reflects my poor academic writing skills as I failed to present a good academic essay. I also failed to meet the standard criteria of academic writing. I have not expected such poor academic writing performance

Analysis- I made several mistakes and failed to meet academic writing standards. I came to know that academic writing needs a standardised language, formal tone and clear focus on subject or research problem (LibGuides USC, 2019). I also learned about five key components of academic writing including purpose, audience, flow, organisation, style, and presentation as

identified in the book by Bailey (2003). I remember that academic writing is different from business writing. I was acknowledged by LibGuides USC (2019) that academic writing should be written and presented in a way that the academic report draws the attention of the readers for their interest in reading and a good understanding of the subject/ topic in the academic report. I was informed from Library Leeds (2018) that academic writing should be clear, concise, structured, and evidence-based. In my opinion, presenting examples supported by evidence makes academic writing effective and better.

Conclusion- Academic writing serves as a communication tool to acquire knowledge in a

specific topic or field of study and informs readers about the topic/subject. Academic writing is a key skill that requires the writer to have a good understanding and knowledge of the components of academic writing (Hummedia Manchester, 2020).

Action Plan- I have determined to write reports in health/ social care clearly and concisely. I will use professional language and short sentences in my academic writing. Influenced by the suggestions by University of Essex (2020), I will present examples and evidence to support the arguments or facts. I will avoid long sentences and repetitive sentences as suggested by LibGuides USC (2019). I will also ensure that my academic writing is free of plagiarism issues and

grammatical errors as suggested by Library Leeds (2018). I will accurately use references as I learned in the ACE module.

Paraphrasing

Description- In class we learn about paraphrasing and you can paraphrase a document in three ways and these are: -the use of synonyms, change the word class and change the word order. First the tutor synonym is when you use another word to replace one that means the same thing and for this he gave us some sentences to work on in the class. Secondly, changing word class this is changing adjective to adverb for example loved to lovely. Thirdly, changing the word order here you present the same idea but in the different way. In the class we were given homework where we had to paraphrase ten

questions to paraphrase them in three different ways for each question.

Evaluation- The positive facts about this topic was this experience was totally new to me and a lot complicated because I lack vocabulary the reason is that English is not my first language and find synonyms was pretty challenging. But, my sentence writing was not as good as others as I managed to get some right in changing the word order and . Additionally, I represented the same things that were in the original text instead of using my own words for the main information and key ideas.

Analysis- It was not easy for me to write a good summary. I wrote one paragraph long of 3-5 sentences in the original text but missed some key

points. I realised that I should avoid using the same sentence structure as in the original text. I agree that a summary should be balanced with coverage of main points for which effective summarising skills are important. I believe that the summary should be short, clear, and written in my own words. From the online publication by Hummedia Manchester, 2020), I learned that a summary should not include examples, but rather main points to be expressed for informing the readers.

Conclusion- Summarising is an essential skill in academic work that requires the writer to extract the key/ main points from the original text source and turn these points into an abbreviated format for expressing in their own words (Hummedia

Manchester, 2020).

Action Plan- I will improve my skills in summarising. I will use my own words and keep the main points in the summary. I will ensure that the summary is shorter than the original source by ensuring that the key points are covered in the summary as guided by key learning by Furgusson (2022). As I learned from the publication by Bales (2020), the One H strategy relies on six questions- who, when, what, where, how, and why will make it easier for me to keep the main ideas and important details in summary. I will avoid putting extra information, overemphasising the original text, and the same sentence structure.

Public Speaking and Giving Presentation

Description- in the classroom, my tutor asked me

to give a presentation. Other students were given same topic during an oral assessment. Initially, I thought about the topic and some ideas came to my mind about the topic. I delivered these ideas into speech to give an oral presentation in the classroom. Other students also presented their ideas to inform about the specific topic given them.

Feelings- Initially I was nervous before starting the speech. I was initially confused about what information I should deliver at the start of the presentation. When I sent draft my tutor the feedback pushed me in the right direction. Once I started, I gave a presentation by keeping ideas that came to mind. I wonder if my presentation was appreciated by the tutor who gave me good marks .

Evaluation- I was focused on the topic and delivered speeches only about the topic, not unnecessary or irrelevant information. But, the lack of confidence and poor time management was clearly expressed in my speeches.

Analysis- My presentation was on average/satisfactory, but not excellent which reflects my time management and low confidence. I agree that speeches should be informative to influence the audience and their good interests in learning. I think that voice quality is also important which is acknowledged by Cholet et al., (2015) that clear words, voice tone, and presentation style are required to influence the audience or listeners.

Conclusion- Public speaking and presentation skills are important to speak at events or

conferences. Effective public speaking skills require excellent communication skills and abilities to engage with the target audience (North, 2020). I need effective public speaking and presentation skills to advance my professional career in healthcare. In the future, I will need these skills to communicate with patients effectively, give speeches in health seminars, and make presentations at meetings or conferences.

Action Plan- I will speak clearly with speeches or oral presentations centred on the subject. Following suggestions by North (2020), I need to keep my body language relaxing, good eye contact with the audience, and have good confidence when giving a public presentation. I

will not show frustration or nervousness, rather will give public speeches or presentations confidently without any fear. In healthcare seminars/ meetings/ conferences I will speak confidently with good body language and a good flow of information to influence the audience (North, 2020).

Conclusion

I have gone through different kinds of reflective experiences about four topics. I have mixed-up experiences with different topics. I will focus on my strengths and improve my weak skills. I will advance my career with improvement in time management, representation and communication skills, academic writing, and summarising skills.

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