

University Of Wales Trinity Saint  
David

Academic And Employability Skills  
(Task 2 Reflection Report)

Bmsw4001

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## TABLE OF CONTENTS

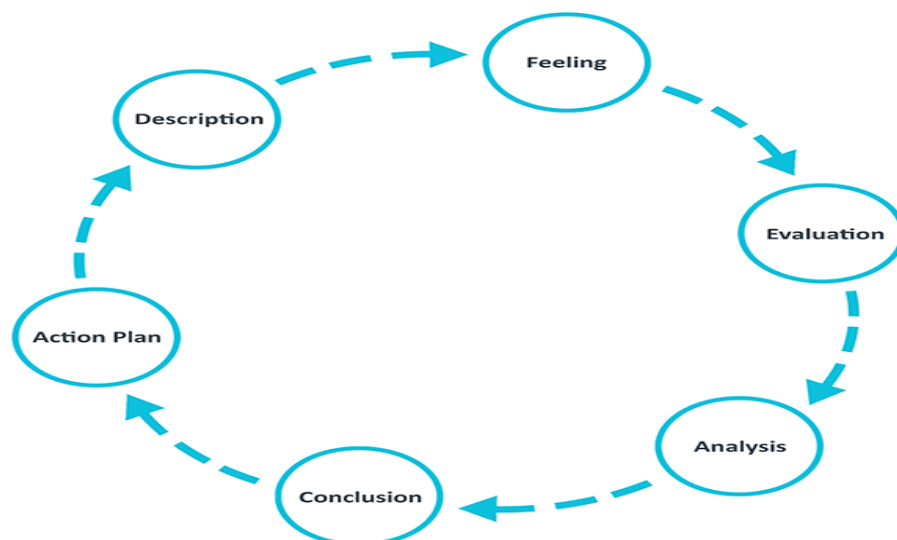
|                                                    |    |
|----------------------------------------------------|----|
| Introduction.....                                  | 1  |
| An overview of Gibb's reflective cycle model ..... | 1  |
| Time management/organizing study.....              | 2  |
| A reflection on my time management.....            | 2  |
| Academic writing.....                              | 3  |
| A reflection on my academic writing.....           | 3  |
| CV writing.....                                    | 4  |
| A reflection on my CV writing.....                 | 4  |
| Public speaking.....                               | 5  |
| A reflection on my individual presentation.....    | 5  |
| Conclusion.....                                    | 6  |
| References.....                                    | 7  |
| Insert of individual presentation.....             | 7+ |

## INTRODUCTION

Reflection is the process of analyzing past events critically to self-improve and gain insight. We can do this by asking ourselves the following questions: Was it interesting? Did I understand it? What went well? What didn't go well? Reflection is a way to evaluate thoughts and feelings about the event and involves critical thinking. The most famous model of reflection to explain the process is Gibb's 'Reflective Cycle (1988)'. The module provides a structure to help the reflection process and give details on how to reflect. This essay will discuss the Gibb's 'Reflective Cycle' and use its structure to reflect on my personal presentation as well as my experience of time management/ organizing study, academic writing, and cv writing so far in University of Wales Trinity Saint David.

## OVERVIEW OF 'THE GIBB'S REFLECTIVE CYCLE MODEL'

'The Gibb's Reflective Cycle' was created by Graham Gibbs in 1988 to guide people in learning from their experiences. The structure helps to analyse what went well and what did not go well of a particular moment, event, or situation to self-improve. The structure has six steps to follow. The first step is the **description** of the experience, the main point of this part is to describe in detail what happened and to give a clear idea. The second step is **feelings** surrounding the experience, in this part, the subject has to explore and express any feelings or thoughts during the event. The third step is the **evaluation** of the experience, in this part, the subject has to evaluate what went well and what did not go well in the particular situation. The fourth step is the **analysis** of the experience, in this part, the subject has to explain why the experience was positive or negative. The fifth step is the **conclusion**, in this part of the structure the subject has to focus on the lessons drawn from that particular experience. The last step is the **action plan**, this part is about planning an effective strategy on how to improve for next time, how to apply the knowledge to real-life and to make sure that it happens. (The University of Edinburgh, 2020)



## TIME MANAGEMENT/ORGANIZING STUDY

Time management is a fundamental skill that helps people manage and plan effectively the amount of time for each activity. To have successful time management is important to create the right schedule and use some of the following examples: effective plan, setting long-term and short-term goals, using the right time for each activity, prioritization, delegation, and establishing deadlines. With these skills, the subject will be able to understand more about how to be more effective in the workplace and lifestyle. (Mind Tools, 2009)

## A REFLECTION ON MY TIME MANAGEMENT / ORGANIZATION STUDY

My first approach to time management happened in my academic and employability skills class. It was my first day of the module and I joined the class because it was part of my university course. Before joining the class, I felt overwhelmed because it was my first experience learning about time management. During the class, I was feeling very excited because I was given some exercise about how to manage my time better by doing a daily schedule from seven am to seven pm and introducing the activities into the schedule. After the class, I felt that my time management knowledge had been expanded due to the new content and the tasks set and I was enlightened to the value of time management. Then I realized that my daily schedule was not that effective because I was using too much time for each activity. Learning about the 80/20 rule was a positive aspect of the class because it gave me ways to increase my productivity and prioritise effectively. Another positive of the class was that we were given the task to complete The Eisenhower Method, and this was helpful because it gave us another way to prioritise. The teacher was another positive element of the class due to his enthusiasm and clarity when explaining. From the class, I realized that I should work more on my prioritisation because I often spend time on the wrong tasks which wastes time. From now on I will make a weekly schedule for my tasks in order of priority, and I would also like to do further research on time management to find more methods.

## ACADEMIC WRITING

*Academic writing is a way of writing that is focused on describing ideas, information, and facts with reliable data and evidence. It helps people to have deep knowledge about the topic or the field study. Some of the characteristics are structure, formal language, and evidence. Which gives the right knowledge by following a logical format and the use of correct grammar for the understanding of the reader. (University of Leeds, 2018)*

## A REFLECTION ON MY ACADEMIC WRITING

*My first experience with academic writing happened when I joined the class. It was the second lesson of my academic and employability skills module. Before joining the class, I felt curious about learning how academic writing works. During the class, I felt interested because the teacher was explaining to us how to write correct sentences and the uses of the clauses. After the class, I was happy with the new knowledge gained and the writing strategies that the teacher taught us. I was given a text with eight sentences to analyze and identify the four types of sentences: simple, compound, complex, complex compound, and the four types of sentence problems: sort, overlong, run-on, fragment. At the end of the exercise, some of my answers were wrong because I was not able to manage the difference between four types of sentences and four types of sentence problems. The exercise helped me to understand the difference between them. Learning about clauses has helped me to correct sentence errors and how sentence structure works. Another positive moment was when the teacher showed us some videos about sentence combinations. It helped me how to create correct sentences and to follow a good grammar structure. From the class, I realized that my grammar knowledge was not good as I thought it was. The experience was really important for my university career and it has helped me to develop new grammar and writing skills. I will start writing more and care about the grammar and correct sentence structure. I also will read more books to improve my vocabulary and develop new ways of writing.*

## CV WRITING

CV as a known curriculum vital is a document that shows the attributes, skills, and knowledge of the owner and it is usually used for job interviews and courses of study. There are no specific rules for creating a CV however it is important to match the education, skills, and experience to the requirements of the field, the uses of correct grammar, and adding correct contact information. (The University of Portsmouth)

## A REFLECTION ON MY CV WRITING

My cv writing experience started when I joined my academic and employability skills class. It was the last lesson of the module of my university course. Before joining the class, I did not feel so confident about my cv writing skills because I have never researched how to do it correctly. During the class, I felt surprised because the teacher explained ways of cv writing and how to do it effectively for each work field. After the class, I felt grateful to the teacher because he taught me new ways of writing a cv which I was not aware of before joining the class. The key to the understanding of the topic was the PowerPoint which the teacher was using, it was well structured and covered all the information of the cv writing. Learning about cv writing has helped me to introduce a logical way my personal knowledge, skills, and attributes in my cv. Another positive of the class was learning about the cv structure which has helped me how to use personal statements, contact details, educations, work experience, additional responsibilities, hobbies, and references in the correct way for each work field. Also, the teacher showed us some typical cv writing mistakes that should not have been done, and with those examples helped me avoid classic cv mistakes. From that class, I realized the importance of cv writing and its massive utility because it is the first step before every job interview, and it shows the subject's ability. I need to work to incorporate my skills, knowledge attributes in a professional way. I will work more on the cv writing structure and try to avoid classic CV mistakes by reading other professionals' CVs to take a cue to do mine.

## PUBLIC SPEAKING

Public speaking is a way of transmitting information in the surrounding environment by using communication with the purpose of informing, motivating, persuading, educating, or entertaining the listeners. Some of the main characteristics are verbalization, vocalization, visualization and body language. The skills help the listeners and the speaker to create a deep bond through expressing thoughts in words, the use of a suitable language, the ability to visualize and understand the real purpose of the speech. (Speechmastery)

## A REFLECTION ON MY INDIVIDUAL PRESENTATION

In my second-last lesson on academic and employability skills, I had to introduce to the teacher and all my class, a personal PowerPoint presentation and it was my first exam of the course. Before joining the class, I felt very confident about my personal presentation, but I felt lots of anxiety because of some train issues I was getting late for my exam. After arriving late to my class, the teacher reassured me that I could still do the exam and I felt so happy to hear those words and ready to do the exam. After the class I felt less heavy because my exam was finally done but also sad because it was the second-last lesson with the teacher of the module. The only negative aspect of my presentation was at the beginning, I had to explain and introduce academic and employability skills and I was reading a lot from the screen of the computer. It was not professional, but it has helped me understand the mistake and focus more on the public instead of the screen of the computer. During the mid-body and conclusion of the presentation, I was able to introduce perfectly, my future job, SWOT analysis, and PDP plan. Learning about SWOT and PDP plan helped me to analyze the strengths, weaknesses, opportunities, threats of a subject and to create a timeline for achieving my goals. The last positive aspect was that the teacher appreciated my personal presentation. I realized from the class that I have good communications skills and I developed new PowerPoint skills. I also need to work more on vocabulary and avoid reading from the screen. I will start learning correct words pronunciation and having more English conversations because it will help me in public speaking. I will adopt in my life SWOT for making wise decisions before deciding on any new strategies and to create a PDP to understand which goals I need to become successful.

## CONCLUSION

Reflection is something natural and is part of our life. We reflect to discover the strengths and weaknesses of a particular event with the purpose to self-improve in the future. The Gibb's reflective cycle guided me in my path of reflection on time management/organizing study, academic writing, cv writing, and my personal individual presentation. The academic and employability skills course was a journey full of difficulties but also with many beautiful moments. I developed so many skills that I was not aware I had and was involved in a lot of interesting lessons and tasks. I still need to self-improve but I have already taken the first step of success by finishing the course

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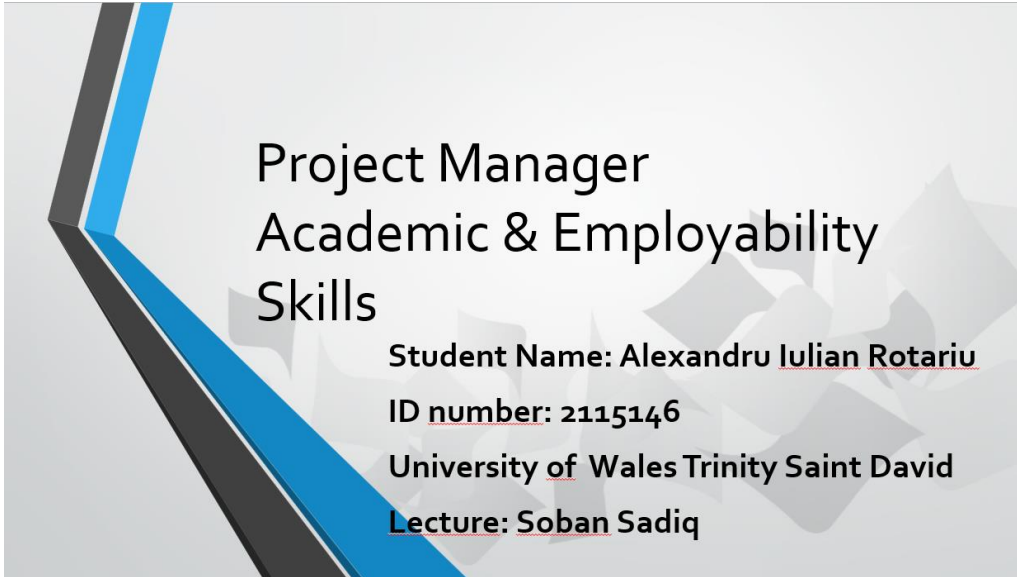
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The slide features a light gray background with a faint, abstract geometric pattern of overlapping shapes. On the left side, there is a decorative graphic consisting of several parallel diagonal lines in shades of blue and gray. The main title is centered in a large, black, sans-serif font. Below the title, the student's name, ID number, university, and lecture are listed in a smaller, black, sans-serif font, with some text underlined.

## Project Manager Academic & Employability Skills

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# What are the Academic and Employability skills?



RESEARCH METHODS AND PROBLEM SOLVING



PLANNING AND ORGANISING SKILLS



COMMUNICATION AND TEAM WORKING



ACADEMIC WRITING

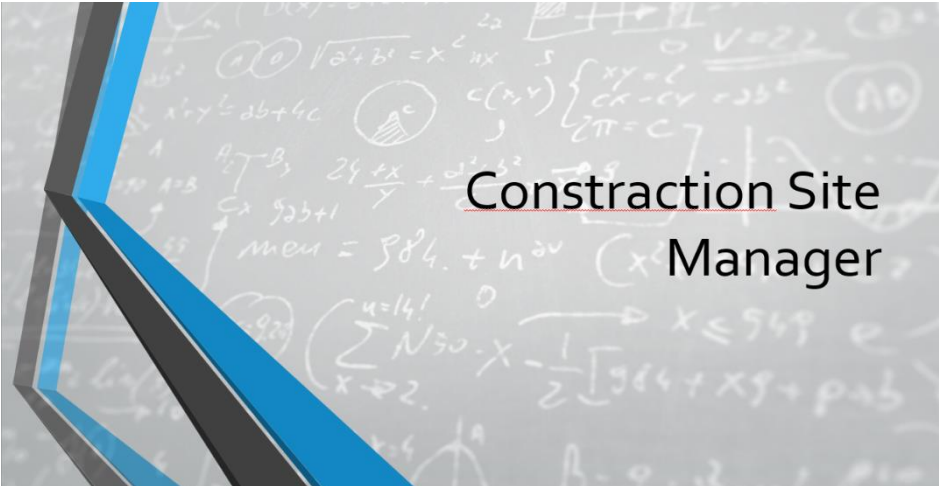


THE ABILITY TO BUILD A GOOD WORKING ENVIRONMENT



## The skills help you to build

- SELF-MANAGEMENT SKILLS
- FORMAL COMMUNICATION AND WRITING ABILITY
- BUILD CONFIDENCE
- EFFECTIVE ON THE WORKPLACE AND LIFESTYLE



## Construction Site Manager

## Skills Required



KNOWLEDGE OF  
BUILDING AND  
CONSTRUCTION



TEAM WORKING



TIME  
MANAGEMENT



CRITICAL  
THINKING



MATHS  
KNOWLEDGE

## SWOT ANALYSIS

### Strenghts

*The ability to stay calm under pressure*

*Build good environment whit the team work*

*Effective Communication skills*

*Time management and plan organisation*

### Weaknesses

*Lack of knowledge*

*Lack of Confidence*

*Get lost*

### Oportunities

*Get big jobs and higher pay*

*Get new knowledge in the fild*

*Traveling and see new places*

*Be permanent in a company*

### Threaths

*Suffer injury in the workplace*

*Bad weather*

*business competition*

*Bad people intentions*

What are my big goals?

Finish my studies

Which goals need to happen first?

Improve my English and writing skills

When do I want to achieve this?

This year

What obstacles might get in my way?

Bad time management, lots of research and lack of focus

How can I improve my chances of meeting my goal?

working hard and belive in myself

Where can I go for support?

Internet ,books and teachers

PDP  
Next  
6 Months  
Plan

## Conclusion



*Research, Be formal and knowledge are the skills that I need to become successful*



*Improve my weaknesses*



*Analyze always myself*

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