

Task 2: Academic and Employability skills

Student name: Yana Taneva

Student number: 2133822

Group 2

Moodle name : Academic and Employability Skills (BMSW4001, LCHS4001_LON)

Lecture name : Sylvia Hoffmann

Introduction.

This report will reflect on my learning throughout this module. The chosen topics are time management, referencing, and summarizing, which I have learned throughout this module. In addition, the fourth topic, which is public speaking and presentation that will contain my reflection on the individual presentation delivered in week nine, will also be reflected. The report will reflect on what I already knew and learned in these sessions related to referencing, summarizing, time management, public speaking, and giving a presentation. Learning more about these topics; referencing, summarizing, time management, public speaking, and giving presentations will be all vital in my career, architecture, both in studies and future workplaces. In my reflective report, I am aiming to use the Gibbs reflective model, which can be further explained into detailed below:

Gibbs reflective model

The Gibbs reflective model is a cyclical and known learning reflective model with six main stages. This reflective model was developed by graham Gibbs in 1988 and gave a reflection on the learning experiences. The first stage of this reflective model is the description which, as the name suggests, describes the experience. The second stage is feeling, where the feelings and the thoughts about the experiences are demonstrated (Adeani *et al.*, 2020). The third stage is the evaluation of both the good and the bad experiences. The fourth stage is the analysis stage which encompasses analyzing the situation to make sense. The fifth stage is the conclusion which summarizes what is learned and what could have been done differently. Lastly is the action plan, which is the sixth stage. The action plan shows what will be done in a similar situation in general or in the future (Adeani *et al.*, 2020). Through these stages, my reflection on; referencing,

summarizing, time management, public speaking, and giving a presentation can be presented in detail as below:

Description

In the module, I have learned about the Harvard referencing method. This includes creating a references list from A- Z and using different methods to create in-text references. I have also learned about other referencing methods, including the APA, Chicago, and MLA, and how referencing can be used to score high. These different references, at times, were confusing; however, I gained clarity on how to use them through this module. In summarizing, I have learned different skills and strategies, including making notes and summarizing using the five W's, which include the who, what, where, when, and why. I have learned Overview is a summary of a topic or argument (Shi, 2017). For example, a whole paper or conversation could be described in one paragraph. Condensing long writing pieces into a more manageable form is a common practice that enables us to get incite knowledge and points. Summaries exclude details and situations that could detract from the key themes to retain the reader's focus on them. They also make complicated arguments, syntax, and vocabulary easier to understand. When done correctly, summarizing can save you time, increase understanding, and add authority and credibility to your writings.

Through this module, I have learned the time management tools and how to manage time. This includes using the timetable to ensure that I prioritize the task with the closest deadlines and balance my academic and social life. I also have learned the use of alarms, reminders, google keeps, and other apps that have improved my time management skills. Earlier before I could do assignments during rush hour minutes leading to poor quality of work and, consequently, poor grades. Lastly, throughout the presentation in week nine, I have also developed the courage to

give public speeches and presentations. Before this module, I was afraid to present and give public speeches. Using tools that include the PowerPoint presentation learned through this module, I have learned how to use pictures to describe the points without straining vividly. I have also improved my confidence during public speech. In the next stage, I will describe my feelings about the learning experience on these topics.

Feelings about the experience

First, I felt good knowing how to understand the Harvard referencing method, which was quite confusing to me earlier. One of the issues that I have clearly understood in the Harvard referencing is the issue of the text; the page number was an important issue. Earlier before I was confused about whether to write the page number or not in my in-text citation. I felt excellent and knowledgeable knowing that the updated UWE Harvard does not necessarily require the page numbers to be imputed in the in-text citation. My experience in presenting the group work made me feel frightened. I often felt frustrated for failing to clear the assignment on time, which made me too more about the module to know the time management skills and the tools. Through time management skills, I also felt at ease and under no pressure to complete the assignment and balance my academic and social life.

I was afraid to stand and present my work in front of the students. Sometimes I stammered, lacked eye contact, shook, and mispronounced words due to fear. However, since then, presenting the work in week nine made me confident in presenting any form of speech, work, or giving an oral speech or demonstration to the public (Marsh and Campion, 2018). This made me feel like I had achieved more. While this module has helped hone my summarizing skills through the summarizing topic, I was often confused as the materials to be summarized too many; thus, choosing the information and leaving some was difficult. Identifying the key points in the

passages and reading made me feel incorrect sometimes since I felt the information I was leaving was perhaps vital. Generally, my experience in these topics has been good as they were not known to be me. I had little knowledge, e.g., about referencing. I was well conversant with the APA referencing methods.

Evaluation

The references are quite confusing, and failure to know them in the past has led to deducting marks in my assignment in other modules. The module has helped me to learn more about referencing. The referencing topic also has helped me to present plagiarism in my reports and assignments as the work by the authors; whether written or spoken, I have adequately backed them with relevant referencing, thus preventing plagiarism and hence academic integrity. This is what made the entire experience about the referencing topic interesting and good to me. While in most cases, I used the Harvard referencing methods, this did not give me the enhancement to fully explore other referencing methods such as the APA, MLA, and Chicago; this made me feel a feeling of failure to accomplish all that topic about referencing was about (Mühlpfordt and Wessner, 2017). As noted in the feeling, I think the range of materials and the available sources made it difficult more me to summarize the key points both in doing the tasks as well as in the class assignment .my summarizing skills have honed due to the use of the note-taking which is key in summarizing skills. Summarizing also helped me to avoid plagiarism as I could paraphrase before summarizing the key points in my writings of reports and the assignments in this module. I have also learned different summarizing strategies presented in the analysis part of this reflective essay. Time management was key in completing the module's assessment and the group assignment. The module taught me how to use the time management tools and avoid procrastination, which is one leading to failure in time management. Generally, I think time

management has enabled me to earn more in these topics, such as summarizing, public speaking and presentation, and writing general reports. Further insight into the key issues that I have learned about the four topics that are referencing, summarizing, time management, public speaking, and giving a presentation, can be discussed in the analysis part of this report

Analysis

I have ineptly learned about the Harvard referencing style. Prior to the module, I was not aware of the Harvard rules. First, I have learnt that Harvard referencing systems requires arrangement of the references in alphabetical order from A-Z. The author-date format is used in the Harvard style of citing sources (Santini, 2018). Citations in the body of the paper should indicate the author(s) and date of publication of all sources cited. In the bibliography after the conclusion of the paper essay, all references should be listed. This also applies to APA referencing. Referencing will help me in future studies and reports in the future workplace. Through reference, I have also avoided plagiarism in my assignment this semester; it clarifies which ideas are mine and which are someone in my research papers, essays, and reports. The references also support the evidence of ideas, opinions, and arguments. Lastly, the sources used also are shown through referencing.

The module topic of summarizing has taught me the steps in summarizing. These five key steps include reading the text, breaking the text down into sections, identifying each section's key points, writing a summary and lastly checking and comparing the summary against the text or articles. I was unaware of these steps before undertaking this topic in the module. Under summarizing this module has broadened my understanding of the strategies to use to summarize the key points. The topic also taught me about summarizing techniques such as selection, rejection, and substitution (Wolters *et al.*, 2017). I have learned different skills and strategies,

including making notes and summarizing using the five W's, which include the who, what, where, when, and why. I think summarizing the first cases before I studied this topic was because I wasn't using these strategies, steps, and techniques. Additionally, more time is needed to summarize the key points; thus, it should not be done in a hurry.

In the time management topic, I have learned the time management tools. First, I can easily balance academic and home activities that include socialization through a personal timetable. I have also learned related skills that are needed in time management, including prioritizing, delegating assignments in case it is a group assignment, multitasking where possible, scheduling, strategic thinking, and goal setting. Time management has enabled me to complete the task in time and avoid the rush hour that comes with poor quality work. The tools that include the reminders I have kept the deadlines of the assignment to be repeatedly reminded. The confusion I had earlier before this module topic has also been solved through proper time management.

During the public speech and the presentation, I learned skills such as the use of the power points, a mixture of pictures, visuals, and words to explain points. Through presenting the assignment given in week nine, I have also developed how to maintain eye contact with the audience, maintain the pace in reading, and show confidence and animated physical presence. These will not only be important in my current studies but also in the future workplace while presenting reports and findings. I have also learned through this module that practice is needed to make the public presentation and speaking excellent.

Conclusion

The module under the referencing topic has taught me different referencing methods, including APA, MLA, and Harvard. I have also learned summarizing skills and strategies I wasn't aware of before. Generally, my experiences with this topic were good, while other topics, such as presenting, made me afraid and lacked confidence for the first time I was presenting the week nine assignment.

Action plan

I have plans to hone these skills and better more. I would learn more to be consistent with the references format; I would also proofread my references lists in my work before submission. I would also read more books about referencing to be more conversant with not the Harvard systems but also other referencing methods. To better my presentation, I would practice before a presentation and public speaking, use a visual aid, e.g., Pictures and videos, see experts, practical dedication, and interact with the audience rather than stating. This will involve the five PS: practice, preparation, planning, and consistency (Adams and Blair, 2019). To actualize what I have learned in time management skills, I will prioritize the task, give myself breaks, create a daily planner, give task time limits, use the tools learned, establish a routine, and block out distraction. I would also use the strategies and techniques to better my summarization skills.

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