



REPORT

TASK 2

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1.Introduction

In this report what I do, I will explain what I learned in this module.

In the beginning when I start this module, I didn't know exactly what is about. And every week, studying I discovered that every part it's an contribution what it's helping my skills in my professional life.

Throughout this module I applied every knowledge and contribution to my life and made better my job and family life.

It should be noted that I really want to apply that knowledge to my future, and I have some new ideas.

Using the Gibb's method, I will reflect my topics: paraphrasing, referencing and time management.

The Gibb's cycle is a method plan to reflection about our experiences and help us to improve our work or maybe our day by day. Gibb's method helps us to know better our weaknesses.

To be able to do correctly the analyse, we dispose of six stages: **description, feelings, evaluation, analysis, conclusion and action plan.**

That six stages you can split them in two important parts. **The first three stages** it's focusing on what happened and analyse.

The second three stages it's focusing on how you can improve your experiences for future and similar situations.

2. Time management

Time Management was our first lesson. The teacher explained us what time management is and how useful is known to administrate our time.

He gives us activities to do and explained us the principles basics about time.

I did a swot analysis and weekly calendar.

I saw a video in class about Eisenhower method, where use the important and the urgent things to do according to priority.

During the class I felt overwhelmed by so much information, but it was enlightening, and I thought I could use all I was learning because seems so helpful for my life.

When the class was finished, I felt optimistic and I considered I had a great experience, it helped me a lot, take notes and like this I reorganized the knowledge that I was assimilating.

Before class I did not have a clear idea of how to organize my time correctly, I can say that I was using the wrong tools since I was continually being overwhelmed by my daily activities, at work I was in a similar situation since I had to do some task organizing the staff and it was really complicated , during the class I was understanding the lesson on the optimal organisation of time and how to prioritize activities. I was able to see how my colleagues had the same reaction and I was discovering the great utility of the model presented.

I can conclude that all the information that I have obtained will be very useful in all areas since time is a tool that not only concerns a specific experience but is continually present. I can improve to my work, I will apply the methods so that work times are improved and thus get good reviews from my superiors, also on a personal level it will help me at home with my family since there are five of us and we have to organize the time in detail.

My action at work to organise time will be to use the swot analysis to know exactly the skills of the workers and place them in the position that best suits their qualities, in addition to implementing the Eisenhower method to prioritise in each moment what is the most urgent and important as they continually present setbacks.

In my family life I will apply the weekly calendar to efficiently organize our time and thus optimise family life.

3. Parafrasing

This part, paraphrased, was taught in week 4, the teacher began to explain to us what paraphrasing is, writing another person's ideas in your own words.

I saw a video in which they give us examples, after the video, the teacher explained how to use synonyms, types of words to change and the order of changing the words. The teacher distributed exercises to do in class and thus put into practice what they had learned, they were also corrected in class and errors were discussed.

At the beginning of class I had an idea of what is paraphrasing, I felt security and interest, believing that I would better understand what was being explained. I was surprised to be wrong, since the concept was different from the one I knew and I was confused that it was so complex.

My experience has been negative since it is very difficult to be able to do an article or class work without falling into a paraphrasing error, so I realise how easy it is to copy ideas from others without having the intention.

When I use an article and express the main idea with my words, I warn myself that the idea is still the author's, so the paraphrased it's present. In one way or another the idea it's the important thing in the writing. Every time an idea from another author is used, we must include its origin.

Doing the paraphrasing I learned that you could change the phrases or change the words and also you can replace the phrase with your words but keep the original idea.

In conclusion I want to highlight the importance of the ideas of others authors when using them for our benefit, either for a class work or an own article, the idea is very important since it belongs to the author. We are free to use any text or idea if we respect the author, so we should feel grateful for the large number of ideas that flood us and that we can use.

In my situation, due to my difficulty with the language it is an added difficulty, for it is easier to use my own words when doing the paraphrasing since this way I can better understand the text. 

In the articles and works that I do for the university I will use the author's idea but explained with my words in such a way that I will use the paraphrased as best I can, reapplying the author's idea.

4.Academic writing and language

In the second week the teacher explained academic writing, he began by analysing the language analysis, he analysed the clause structure, he explained the verbs, complements and adverbs, structure of sentences by analysing the four types of sentences: Simple, compound, complex and complex-compound and the four problems: short, overlong, run on sentence and sentence fragment.

The teacher distributed exercise in class and after we corrected them, we analysed the errors trying to understand them. After this he made a paragraph structure, the teacher gave an example and we corrected it.

He explains that it is academic essay, the process and the planning and lastly the teacher explained the likers, to organize, the text, add ideas and information, compare a contrast, agree or disagree, exceptions and alternatives.

In this class I felt sutured by the amount of information and the speed with which the class was given, the concepts were not unknown to me but being another language, it was difficult for me to keep up.

In general, my experience has been good since I was able to assimilate the information and apply it in the exercises, the likers caught my attention, it's a great form of union giving meaning to the phrase.

It is very important to express what we want to say correctly since it is the key to a good understanding, using all the tools that are provided in this class its essential to be able to express in an academically efficient way.

In conclusion, writing correctly is the key can express what we want to communicate to others. The information obtained in this class will provide me skills to write and speak correctly, learning new words and know how to use them. With these techniques I will be able to improve ➡

my English and it will be easier for me to express myself and thus I can progress I can progress in my work.

My intentions in the future are: continue studying and I will try to write another book. It will be an achievement if my way to express myself in English improves.

It is clear that in order to achieve this, it takes a lot of effort, but in my case, it is time. I don't discard in future, taking an English lesson, at the moment I listen the news in English and with the university classes I can see my improvement.

5.Public speaking and giving presentation

Week 9 was the time to do the presentation, so one day before I sent my PowerPoint via Moodle and I prepared my presentation.

I prepared 5 slides in which I applied what I learned in class.

The next day I had to take the subway to go to the university but in the morning I met an unforeseen event, when I arrived from nightshift work my wife was with my two daughters with fever and vomits...It was impossible for me to attend the class.

I tried to connect online but I was not successful.

One day before the presentation I was very nervous and then I became more nervous since I did not want to suspend but in life there are priorities, I would have liked to attend and be able to expose my work.

The positive part of these events has been to be able to help my wife with my daughters, afterward I felt disappointed for losing the opportunity.

On reflection, he should have foreseen what could happen since we had a very bad month in terms of health, he should have asked the university for another day to present it for personal reasons.

I had to inform the professor and maybe he could let me present the work via online.

On balance I realized that these things happen and are inevitable, I consider that after all there would be some way to recover the presentation and thus pass.

Due to these circumstances, I have learned to control my nerves better and for the next time I will feel more prepared.

In the future I will foresee that something like this may happen, and I will be cautious by warning in advance.

6.Conclusion

Throughout these weeks I have been able to remember the student experience since I have stopped studying for many years.

For me it has been a very great effort since reconciling my work and family life with the life of a student is being a great challenge.

I am glad to be part of this adventure and doing this work has helped me to review and better understand what I have studied in class.

Throughout the subject we have seen many parts of which in this work I only expose a small part, the other topics are just as important but for my experience with the subject I chose the ones that seemed most interesting to me.

In general, it has been easier for me than I expected since I had many fears before starting, especially because of the language, in any case it has been a very positive experience and I have felt fulfilled.

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My own notes from my notebook

