



UNIVERSITY OF WALES TRINITY
SAINT DAVID
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**ASSIGNMENT TOPIC A REFLECTIVE REPORT ON
REPORT WRITING PARAPHRASING CV WRITING AND
ANALYTICAL THINKING**

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INTRODUCTION

This reflective report is written from the following materials, classroom lecture, personal note taking, lectures handbook on Microsoft team and research materials and will be focusing on the following topics

Report Writing

Paraphrasing

CV Writing and

Analytical Thinking

Using the GIBBS MODEL OF REFLECTION

A Report is a written document that presents information in an organized format for a specific audience and purpose

Otagburuagu (1995) defined a report as a description of an event, experiences and a statement about a situation which is meant to give a reliable and accurate piece of information about a subject or an event.

As a level 4 student of the university of Wales London campus, studying health and social care which will enable me to further my career in mental health nursing and learn how to use my skills, experience and knowledge to work in the health sector supporting and caring for patients with mental health problems. As a new student I attended classes and have different courses and lectures.

In the beginning I found report writing to be an interesting topic as I assumed that it will be like the normal way that I have been writing report in college and at my work place, During the lectures I listened very attentively and take personal notes and screen shots to help me remember all that was thought then I realised that my previous knowledge on report writing was a lot different from what the teacher was explaining and as the lecture started from the known to the unknown.

I became a bit Confused as I realised according to Krevolin (1983) that a report can be oral or written presentation which is structured to communicate information, investigate a problem, record ideas and facts, or to interpret and to provide solutions to a problem, report writing takes cognizance of particular readership, situations and particular relationships between a reader and a writer. Reports, then, are factual documents which give accounts of an events, processes, methods or systems. Some are written to record the methodology, results and conclusions of investigations. Furthermore, reports provide information of objectives.

Although the topic was a bit different from what I used to know but the classroom was so quiet which was unusual so

I started observing the responses of my other classmates to hear their own contribution to the subject topic as the class appears to be even more quiet and everyone seems to understand the topic.

As we move from the definition of report which I understand to be a document that convey information using organised format for target audience.

Then the aims of report writing, expectations and outcome of report writing and how to structure your report.

At this point, the idea of how these report structuring could be beneficial to my career came into my thoughts because I realised that working with the mental health requires a lot of report writing and notes taking.

I felt this topic is very important to my career because as a mental health nurse you will need to write accurately and correctly to explain your interaction with the patient and also file the patient's information for the doctor use and for record purposes.

At this point the topic became so interesting and the classroom a bit noisy. Some of the students started asking questions and some were sharing their experiences at work place as it relates to reports writing. I raised my hand to ask a few questions and the teacher responded by explaining in details how the report writing will not only help us in her course but also in other courses and jobs functions that we do in health and social care and more beneficial for student who plans to study further in future.

The teacher made it clearer that report writing is one of the ways the students will be assessed because most of our assessments are based on Academic report writing.

After the lecture I was able to discover that report writing is very different from easy writing and other forms of writing and that report are usually assessed on content, structure, layout, language and referencing, then conclusion should summarise the finding/outcome of the report.

Going forward I intend to do more research on report writing and also apply the knowledge I receive to my current job roles and in future it will be of a great advantage to me as I will not have any challenge with report writing at work.

PARAPHRASING:

This is writing the idea of another person in your own words. Whenever you are using the write-up of other people it is advisable to paraphrase to support your own words but the meaning remain the same and it is important to acknowledge and reference the write-up. By studying the various existing paraphrasing theories like Mel'cuk (2012), Harris (1981), Honeck (1971) and through an analysis of paraphrases which is obtained from two different corpora, they have discovered that one can identify a set of 25 classes of quasi-paraphrasing's with which each class having its own specific way of relaxing the re-quarrymen of strict semantic equivalence. In this section, we define and describe these classes.

Paraphrasing is one of the subject topics that I enjoyed the lesson with so much attention during class lectures.

During my years in college, we use to hear about the word copying which I see to be similar but the word paraphrasing teaches you to read and have a good understanding of the text, you only pick the main ideas that the text is talking about, you have to use other words to re-write

the structure or content of the text and you also change the grammatical structure but the meaning remains the same written in your own style.

The teacher gave us some exercise or class assignments on paraphrasing. We are to read, change the words and underline the main ideas of the text, then rewrite the text in our own words.

At first I felt that it is a difficult task even though I enjoyed the topic and understood the teacher's explanations, I asked the teacher a few questions which she answered and even gave us more explanations to help us understand it clearer.

I quickly worked on the assignment and submitted on time so that the teacher will tell me my performance before the end of the lectures for that day.

Surprisingly I did very well in the assignment and the teacher made a good remark on my performance so I felt very happy because paraphrasing is a valuable instrument to any mental health nurse because it is used to check the interpretation of a patient feedback to know the accuracy, it gives one the opportunity to correct any misunderstanding regarding to patients' responses and feedback.

Paraphrasing makes it easier to interpret patients' message and to communicate effectively in your own words and understanding and also beneficial in any academic writing.

CURRICULUM VITAE

Curriculum vitae which is often abbreviated as CV, is a document that the job applicants uses to showcase their academic qualifications and professional Profile here the term professional refers to anyone who earns their living from performing an activity that requires a certain level of education, skill, or training. Accomplishments.

A CV is used to apply for positions within areas where a person's knowledge or expertise is required. Curriculum vitae is usually longer than a resume and must always include the information that the recruiter needs to verify the skills, experience, and the educational qualifications of an applicant.

Michael, T. (2020)

Creating curriculum vitae (CV) was not as easy and simple as I thought. Before the class started I looked at the topic as one of the easiest topic because we all know what a cv is, so I assumed that we are not going to spend much time on the topic since each and every-one of us working and studying must have at some point submitted CV for job role and the format is always the same, but I learnt something different and new as the teacher made us to understand that the employers are always looking for some key words and if your CV is not properly written and arranged it could deprive you of the job role.

A CV may include some personal information like contact details for examples your Name, email address, phone number, work experience, educational qualifications, personal statement etc. but should not include some personal details like dates of birth, references except on request or country of origin.

I then realised that my cv needs to be amended so I began to think of how I could rewrite my CV to make it more professional and outstanding.

I raised my hand to ask the teacher a question on how to write a personal statement, everyone was saying something on the background because it is an online class so I could not see the faces of my other classmates but I could tell from the noise that they thought I am taking them back to what was already said earlier by the teacher.

Although the teacher took her time to explain this to me but at first, she responded by saying Happiness someone already asked this question before.

I felt a bit embarrassed when she said that but I couldn't afford to argue because I really need to learn so as to be able to work on my CV before reapplying for any job that is related to health and social care.

Curriculum Vitae play an important role in academic selection and procedures, both in election and selection process. Also, in an applicants' experiences and knowledge, as well as prejudices regarding the academic and its evaluation practices.

Eva Forsberg (29 Nov 2016)

In the end, you need to show the relevant skills and work experiences to make your CV more outstanding.

ANALYTICAL THINKING

Analytical thinking Skills are problem solving skills, they are methods we can use to tackle, sort information, ideas, and provide solutions.

Analytical skill is transferable skills and can be applied to so many spectrums of our lives. This skill makes you a better thinker, communicator and creative even makes you more efficient in problem solving.

In my 2nd semester (Term2) Level 4 Health and Social Care Virtual Learning Classes I observe that analytical thinking is not just analysing as I use to think, but can be used to analyse, tackle and sort new information, ideas problems and solution. The teacher was saying that Analytical thinking makes you a better thinker, helps in our level of communication and creativity. Most of the student didn't understand the topic, for me listening to the teacher explanation was very important since most of the class members didn't answer the teacher question correctly.

The teacher then defines Analytical thinking as the mental process of breaking down complex information or comprehend data into smaller parts, and while she was explaining the topic, I was thinking to myself how this is going to impact in my career as a mental health nurse, Analytical thinking is a problem-solving skill, so this will help me in my future career. I felt this topic is crucial to my career and it will help me because it is an asset. It is a transferable skill that almost every organisation needs.

My course mate was asking too many questions making the lecture interactive: We realised that this topic is very interesting and relevant to the entire department and acquiring these skills will help one to stand out before any employer because it enables one to get more jobs done more efficiently and in lesser time. So critical analytical thinking will help you in time management.

Conclusion analytical thinking is very important in our career as it helps you to learn something new every day especially the things that you are passionate about and therefore should be included in the key area of concentration as a Mental health Nurse and in other professional fields.

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