

Student name: Denilaide Miguel Correia Da Cunha Júnior

Student ID: 2244707

Module name : Digital Skills/ Social Health care

Module code: LCHS4001

Lecturer: Asad Jaffari

We had several works in groups and individually, but my favorite was the presentation where we had to talk about what we want to be in the future and it was very good for me because I like to talk about the future and the university made me realize that I really want to follow my dreams and the teacher was amazing he always pushed me making me do my best and I was also able to learn more about myself using swot

Introduction: In the lessons I learnt that we needed to come to the lessons early. If you're late 11-40 minutes you'll be marked as late. If you come more than 40 minutes late you are allowed to participate you'll be marked as Absent. We were also taught that we needed to respect the classroom environment, reminding us of simple things like not eating in the classroom, not leaving any rubbish behind, switching mobile phone off and other general housekeeping rules. We also learnt that we must come prepared at all times which means that we must come in with a pen and some paper (notebook or a laptop) to take notes. Even though everything is on Moodle taking notes will also help. For an example if you miss a class make sure that you find out what was covered in the lesson, and then try to catch up with the others. To keep up you should also check the weekly schedule to have an idea of what topics are being covered and discussed in class. Learning and teaching strategies, these are really helpful skills for life and there are four types of them : Lectures, Workshops, Moodle and Reading/personal study. Communication skills are also really helpful, one simple way of communicating in and interacting with people is making small presentations about yourself, telling people stuff about you like your age, profession, Background or interesting things about you and more. Time management: The aims of this sessions are learning how to define time-management, to understand the importance of effective time-management to successful study, Introduce a range of time management techniques and also setting SMART goals. I learnt that discussing is also a great form of progressing. Time management is really important because it increases your productivity and your efficiency, it gives you a sense of fulfilment. It can also decrease your stress and anxiety. There are many ways that you can split your time, our life itself is pretty much time consuming. Study, work, family, friends, eating, cleaning, exercising and etc... are activities that consume a lot of our time. The basic time management principles are reducing time wastage, direct your effort appropriately meaning towards the more

important stuff. My time is divided between School, work and Family. To be fairly honest i do waste most of the time at work. There is multiple ways of organising your time. You could use tools do help you be more organised. Those tools are diaries, trackers , action logs , tidy workspace, organised paperwork. Academic and Employability Skills (summarising) : The aims of this lesson are to understand the importance of summarising in education and understand when students need to summarise. Summarising is really easy, you just need to identify the most important piece of information from a text and find a source. Summarising is really important because when identifying what's important your analysing and evaluating information. You may be asked to summarise and articles or a book and you may inspire yourself in online summaries and more. Academic and Employability skills (paraphrasing) : Paraphrasing is writing ideas of another person in your own words. And to do this you need to change the word structure. Giving references is a very important step of paraphrasing. Referencing is a way of showing your understanding of the information that you read in a source. There are many paraphrasing techniques

- Changing word order
- Using synonyms
- Changing word class
- Using active and passive voice.

Synonyms are used a lot within paraphrasing content. And it is one of the most common techniques used in paraphrasing and it is most likely for you to start analysing a piece of information and then pick the most important words to give them a synonym. Although there is some steps that you might wanna avoid while doing paraphrasing.

- Changing the meaning of the original text.
- Use the same sentence structure as the original piece of text.
- Copy the whole thing and not give references.