

University of Wales Trinity Saint David

Academic and employability skills (BMSW4001)

Lecture name: Joanna Walsh

Student ID: Alessandro Rizzo 1917234

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INTRODUCTION

The Academic employability skills is most essential for individual growth, that combines of critical thinking, problem solving, adaptability, effective communication, creativity, professionalism, ethics and responsibility. In this report reflection model of Gibbs is considered. It also covers topic such as time management, academic writing, public speaking and online learning experience. By deep understanding of these topics it will aids in improving learning ability and capacity of individual. This will helps in reflecting different perspective of learning method. The time management improves in organising study of individual (Bhagra, 2018). Academic writing is clearer and focus in providing evidence based information. Public speaking is most effective skill through which one can share its knowledge and influence others. On the other hand online learning experience is most beneficial as people can learn from anywhere through internet.

TASK 2

Model of reflection

The Gibbs model of reflection in formulated by Graham Gibbs. This will facilitate learning structure of individual from experience. The main aim of this model is to evaluate nature as well as repeated experience so that it will offer greater learning and planning of individual (Cirillo, 2018). It is most effective model in order to improve good working experience based on the situation. This will ensure better model of reflection where different forms of repeated and own experience reflect. This model mainly focus upon six stages such as

Description- It consists of experience of individual.

Feeling- It covers idea or thoughts related with individual experience.

Evaluation- This included analysis of experience of both type of good and bad of individual.

Analysis- This will combines examine of actual sense of the situation based of individual.

Conclusion- It evolves around what you have learnt from the experience learning and what are the possible outcome in doing different method.

Action plan- This will covers futuristic strategic plan, through which individual can identify how to deal. This will leads towards appropriate way of findings futuristic challenges.

Time management

Time management is one of the effective tools in order to organise study of student or individual. It mainly combines of allotment of study time, using effectively the appropriate set time, balancing all types of necessity in order to look after other perspective of life along with study time (Cotronei-Baird, 2020). There are some activities that took time such as lecture, class, work, study, eating, sleeping, eating, commuting and recreation. The time management principle must included in the learning study practise. It consist of time waste reduction, appropriate effort to provide direction of time management, effort efficiently in reducing time and emery while organising time management study.

As per Gibbs model, daily time management focus upon six stages. In description, it combines experience while managing time management of study. Feeling includes prioritising experience of learning experience task. Evaluation consist of good and bad experience as bad experience comes when individual does not manage its time and good when it efficiently achieve all the task in efficient manner. Analysis included proper planning of time management (Cui, 2019). Conclusion sate manage all the activities in terms of efficient time management. Action plan combines review, replan or manage task if any delay or interruptions occurs. Using Smart objectives time can be manage very effectively as it include specific, measurable, achievable, realistic, time related. Through prioritising the work structure one can easily improve the time bar of study as well as learning. Planning of each task done can be managed by individual through appropriate direction as this will reduce time waste. After that continues monitoring is essential as most of the outcome of time management plan gets deviated from actual one and this act as a actual reason for ineffective time management process.

Academic witting

Academic writing combines of very clear, focused, structure and concise in order to deliver valuable information with evidence. Main aim of the academic writing is to strengthen reader understanding . This combines of formal tone as well as style and utilise simplest language that does not have any complexities. It combines of the simplest language that does not have too much long sentence. There are some basic elements of academic writing such as –

Planned and focused- It includes answer and question that are planned and focus on deep understanding of particular subject.

Structured- It must be written in structured as well as logical order. This will puts specific point related with subject specific.

Evidenced- It combine knowledge of particular area that consist argue, opinion based on the earlier evidence.

Formal tone, style-In this appropriate language, signs, tense, balanced and concise sentence is used.

The ultimate object of academic writing in person learning and study. This is one of effective style that is utilise in most the universities and scholar publication. It mainly combines of essay, research paper, dissertation, research proposal and literature review. This type of writing does not combines of any personal, long sentence formation as well as emotive grandiose (Isik-Ercan, 2017). It mainly included the features like formal, unbiased, clear, precise, focus, well structured, correct and consistent. As per Gibbs model of reflection academic writing combines of very simple language that provide great understanding in gaining knowledge of particular subject. This will leads towards continues learning with effective academic writing.

Public speaking

Public speaking is one the effective way to deliver presentations in from of people. Through public speaking individual can share clear thoughts, idea, knowledge, message etc. It is one the effective and influencing ability of individual through which some one can spread idea or thought process (Nisha, 2018) . For this clear set of knowledge, confidence skill, ability to speak clear in front of people, simple language with no jargons is required. Through public speaking one can improve its presentations skills. This will facilitate effective communication skill. The ultimate aim of public speaking is to share some value to the large public. Public speaking combines of seven components such as –

Speaker- The process of public speaking combines of speaker who convey message and spread or talk with open public. For that speaker must have knowledge about the topic in which, it share some knowledge.

Message-It combines of content that is delivered by the speaker to the public on some particular topic (Wain., 2017). The speaker must deliver message in very clear way so that listener can easily understand purpose or message. It is one of the most essential form that is convey by the speaker in front of audience.

Channel-The channel act as medium through which one can express its message to the target audience. The channel may in the form of telephone, website, seminar etc. It also important through which individual share the message to the public.

Listener- They are receiver of the information that is conveyed by the speaker. Listener can be one or more than one. In public speaking process lots of crowd has been seen and if some one is listening the message by the speaker then it act as active listener in the process of public speaking.

Feedback- The feedback plays effective role in checking response of listener. While receiving information from speaker, feedback deliver reaction of listener. It can be in the form of verbal and non verbal.

Interference- It is something that can influence process of public speaking. This can be in the form of internal as well external. It act as a former relationship among speaker as well as listener. This will deliver on ground reality of people.

Situation- In the process of public speaking, situation includes time and place and act as a physical arrangement for organising public speaking event. This is one of the influencing part of public speaking.

Online learning experience

The online learning is one the best way over the internet. As online learning refers to e-based learning one type of distance learning that individual take place from anywhere in order to gain lots of knowledgeable learning apart from traditional learning (Sethares, 2017). The online learning experience is one of the fascinating journey that an individual can experience. During pandemic situation most of the student unable to come classroom so individual can learn and complete their study through online. There are several advantages of online learning that enhance learning experience of individual. Through effective online learning efficiency can be improvised the learning experience gets optimised outlook. With the help of online learning experience will leads towards accessibility of time as well as place. Online education provide opportunity to student in order to learn without geographical boundary. Recorded lectures also help student to improve it time management of study as well as comfort. Online learning experience leads towards affordability in order to decrease cost of finance. Online learning is much cheaper than physical learning because it reduce cost of transportation, meal etc. It will enhance learning environment. This will raise the student attendance as they are attending classes from work from home. It ensures

variety of learning styles and improve the experience of online learning. It deliver variety of options and resources in order to raise the level of student learning.

Reflection

As per my believes academic employability skills are most essential part as it improve the level of student learning. The Gibbs model of reflection aids in understanding of deep knowledge of subject specifics as it combines of six stages to improve learning ability of particular subject. I used this model in order to improve my learning stages through description, feeling, evaluation, conclusion, action. I applied this model in the subject like time management, academic writing, public speaking and online learning experience. It improve my learning experience and enhance my knowledge skill etc. I realised the importance of time management in my daily life and structured whole time study by following appropriate style or principle of time management. For appropriate structure of time management first of all prioritise all task. Then after estimation of time need to perform individual task. Along with this interruption time also set up so that all study will complete on time. This daily structure help me to improve my daily schedule of study. I organised my time management through maintain regular diary in which I update my all task on regular basis. This will provide appropriate knowledge while scheduling all my work study task. The skills of Academic writing help me a lots in improvising deep knowledge of particular area. This is one of the effective forms of learning as it provides in very easy language that is most in understandable form. I mainly concern on my continues development of academic learning. Public speaking is another skill that I developed in order to increase my confidence level. This will help me being effective speaker in front of lots of people and able to express my thought process. It improves my effective level of communication so that I can deal with anyone in more effective way. My online learning experience is great from traditional offline structure. Because I got a chance to learn more knowledge from my home town through online lectures. It save lots of times and energy of mine and from recorded lectures I can easily manage my task as well as study material through online learning. I can access in any educational programmes apart from my syllabus that aids in my improving knowledge and skill. I don't need to travel from one place to another for learning skills and knowledge. I prepare my own smart goal that aids in improving my knowledge and skills. This smart goal, combines

of specific, measurable, achievable, realistic and time related that aids in improving my learning ability to maximum output.

CONCLUSION

From the above report it has been conclude that academic skills are most of the individual development. Time management is essential tool that everyone need to manage in their life. It will provide proper direction in order to manage work efficiency. Academic skill is most effective one to upgrade knowledge and skill. The public speaking plays most important role in upgrading confidence of people. It also improves communication cycle of people. Online learning experience is most effective to reduce time as well as efforts in order to raise the level of learning.

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