

Academic Report

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Introduction

The report is to reflect the learning using a context action result learning CARL reflective model, a recognized model of reflection. The report includes the discussion of the four topics those are time management, CV writing, public speaking, and giving presentation and academic writing with the explanation of the chosen model of reflection. CARL model of reflection includes the four steps to provide a framework for professional reflection. Every topic below will be reflected using the CARL model.

Time management

Context:

Time management is implemented by every organized person in their daily life routine to make their lives easy and organized. Time management is the process of organizing and planning the division of time. Time management is important because it helps in organizing your daily tasks and activities. Proper time management results in enough time left for other multiple tasks. Time management increases work quality (BÃ¶ckers et al., 2010).

Actions:

I took several actions for the better practice of time management. I analyzed my own time management practice. I assess the results of my own activities. I set goals and tried to achieve them at the particular time that has been assigned to the goal. I took actions to organize myself so that it will help in better time management. I planned every task and tried to stick with that (BÃ¶ckers et al., 2010).

Result:

Time management resulted in great outcomes; it helped in the improvement of my performance. I witnessed more productivity and high quality in my daily tasks. Time management reduces the amount of work pressure and anxiety. Time management provided me with new opportunities.

Learning:

The first topic I covered during the term was time management that has been useful for me. Time management has been useful to me in the achievement of more opportunities, the accomplishment of the goals within the time. I felt like by practicing time management I cover the number of tasks in less time, a feeling of success and confidence after the practice of time management. It feels like I was fulfilling my own expectations. There are multiple models of reflection. These models help in the healthy comparison between the person's current knowledge and the knowledge he has gained in the past. The review was conducted on the study of time management between 1982 and 2004 (Claessens, van Eerde, Rutte and Roe, 2007).

The review determined that time management has positive control over the number of activities. Similarly, time management has helped me in the enhancement of my skills to perform even better. Time management has always been my weakest point. Procrastination was always been a barrier in skill development but by covering the topic of time management during the term helped me a lot in the skill development. After the continuous practice of time management, I experienced noticeable progress in my performance (Claessens, van Eerde, Rutte and Roe, 2007).

Academic writing

Context:

I was already aware that academic writing is clear and concise. The purpose of academic writing is to develop a reader's understanding. Academic writing has a formal tone and style. Academic writing does not entail difficult vocabulary. The simplest type of academic writing is descriptive. The most common purpose of academic writing is to explain the idea or research to the reader in a correct way, and also to provide the facts or information to the reader. I was familiar with the four types of academic writings are descriptive, analytical, persuasive and critical (Sword, 2011).

Actions:

Academic writing is a particular style of expression, I took actions implemented that in my writings. I practiced the formal tone of writing. I worked on my research praxis, the proper and appropriate structure that is considered necessary for close adherence. I started writing the text in the third person or first-person perspective. I focused on the issue rather than on the personal opinion while writing an academic piece of writing. . I started to choose the précised words for a

better understanding of it with the readers. I added cites and sources from where the information has been selected (Zhu, 2004).

Result;

By taking the actions my style of academic writing is improved. I am able to provide readers the facts and information in a simple way. Writing papers like essays, thesis, and dissertations were improved. As a result of taking certain actions for improved academic writing, I have mastered in essay writing, thesis writing, and editing and proofreading (Zhu, 2004).

Learning:

The last topic that we discussed during the term is academic writing. I learned many new things about academic writing that academic writing is a descriptive type of writing that provides information to the readers and that it is the formal and unbiased type of writing. It is the formal style of writing that includes essays, research papers, and dissertations. I learned the different types of academic writing during the term. I was already aware of academic writing as it's too common nowadays. But I learned new facts about academic writing through the detailed discussion of the topic (Sword, 2011).

CV writing

Context:

I already had some knowledge about the Curriculum vitae. This is mostly known as a CV that is the first impression of the employee when searching job. I was aware that CV writing was the professional way of telling about owns self. It includes the academic history of the employee, work experiences, abilities, strengths, and weaknesses. CV is the first step of an employee towards a career which obviously is the common knowledge possessed by almost everyone. CV means course of life which is a detailed document that is only about an employee and the happenings of his / her life. All the achievements, experiences and awards, scholarships, and coursework are mentioned in the CV (Bindusree, Natarajan, Kalva and Madasamy, 2017).

Action:

I practiced a number of actions to improve my learning, for that, I practiced my learning into the process of CV writing. I added more personal details such as academic history, professional experiences, education, skills, languages I have command on, extra certificates and courses, and work experiences.

Result:

Knowledge about CV writing provided me with the opportunity of getting a job at your desired firm. It helped me in the initial stage of my career. I was able to write a CV in a structured format. It helped me to attain the job. Learning CV writing has been the way to present myself in the best way an employee could. By learning the new and creative methods of CV writing, I am able to jot down my all skills, abilities, and competencies moreover, to prove myself as the right person for the particular job.

The learning of the CV writing in the term has helped in getting the right job because an effective resume has defined my experiences and skills to the employers; it helped me to grab the special attention of the employers. Not only had this but my resume helped employers to get me to the matched position. I learned new things during the term that the strong description in the CV is important as it works as the proof to the employer about your achievements

Learning:

I learnt the authentic format of writing CV. All the basic information such as name, address, and contact number has to add in the personal information. I learned that the complete details of the academic history such as school, high school, the university with the years mentioned on it are necessary for the perfect CV. Every company or firm should be mentioned where an applicant has worked. CV must include the lists of the organizations an applicant has worked with. For the detailed brief joining in and resigning dates must be added under every organization. I got to know that an applicant has the right to go personal with what he wants, he is allowed to write about anything he thinks he is perfect in. this section of the CV attracts and influences the one who is hiring. Rewards and achievements relevant or irrelevant to the designation an applicant is applying for must be mentioned.

Rewards and achievements make a CV more demanding. All the awards should be written followed by the year they have received in. I learned the importance of proofreading after completing the CV, the writer must go through the CV to find if there is an error in the text, over-viewing is so important because cv gives the very first impression on the officials. Another topic that was covered in the term was CV writing. I learned all the basic and advanced methods of curriculum vitae writing and also the importance of a good and presentable CV when applying for a job. New and innovative learning of CV writing has been useful to me in ways. It has helped me to introduce myself as an employee in an improved way. I learned all the important factors and elements that have to be added to the CV to make it more detailed and interesting. Professional history, abilities and skills, and achievements throughout life are all major parts of the CV (Bindusree, Natarajan, Kalva and Madasamy, 2017).

Public speaking

Context:

Public speaking is a face-to-face interaction between individuals or groups of people. Public speaking is important in every field of life. It is very common knowledge that is known by

almost everyone that public speaking is the kind of presentation that is delivered before a number of people (Slater, Pertaub, Barker and Clark, 2006).

Action:

I took certain actions to implement the learning I gained during the term. I practiced activities for the reduction of nervousness. I worked on to know my audience before doing a presentation. I valued the feedback from the audience. I practiced effective language for better public speaking and presentation (Black, 2006).

Result:

Implementation of effective practices resulted in boost confidence, personal improvement, better and improved communication skills, I made a lot of new social connections due to this moreover, better public speaking and giving presentations develop the professional networks for me.

Learning:

Other than CV writing and time management, we have covered many more useful topics during the term, public speaking and giving a presentation is one of them. Public speaking has always frightened me and shooked me from inside the fear of being judged and insulted never let me speak confidentially in the public. I was taught the importance of public speaking during the term. It has helped me in many ways it allowed me to feel free to talk in crowd. It motivated me to win over the crowd. I learned that in order to explain prove your point to a group of people you need to have complete knowledge about the particular subject. Moreover, public speaking and presentations have motivated me to face the audience. I feel confident and motivated in putting forward my idea to the people. I learned to relate with the audience in order to engage them in whatever I'm asking (Black, 2006)

Public speaking and attractive presentations have made me aspire and entertain my audience. I evaluate my public speaking and presentation skills by approaching my own presentations justly. CARL reflective model has helped me to reflect on my speaking and presentation skills by breaking down the experiences. It is a beneficial model of reflection as it examines the experiences. It has helped me to learn from the past whether the experience went well or not. By covering the public speaking and giving presentation topics wholly in the term I learned that effective presentation skills decrease the chances of miscommunication. Moreover, effective presentation skills result in better and improved communication (Slater, Pertaub, Barker and Clark, 2006)

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