



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Module Title: Academic and Employability

Assignment Title: Academic Report

Module Code: BMSW4001

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Introduction

This assignment is a structured academic report that reflects on my learning. Reflection will help me to develop my skills and review its effectiveness, rather than just carry-on doing things as I have always done them. It is about questioning, in a positive way, what I do and why I do it and then deciding whether there is a better, or more efficient, way of doing it in the future. (OU, 2021). This module will be utilising the Driscoll Model of Reflection. First it begins with Paraphrasing, followed by Referencing then Time Management and finally Public Speaking and giving Presentations. It is going to reflect on how useful they have been to me taking into consideration what I already knew and the learning I did outside class.

Reflective writing

Reflective writing is the affirmation of meditative reasoning. In educational expression, reflection normally means looking back at something, studying the episode or proposal and thinking cautiously about what that means.

Models of reflection motivates an organised procedure to conduct the action of reflection. There is no precise framework.

The chose is yours to select the one that feels most agreeable for you and helps you to learn from your encounter.

It is important to use a style of reflections a basis but can also use a reminder questions from other styles if they are most suitable for your situation.

Types of models that are mostly used are:

Gibbs'

Johns'

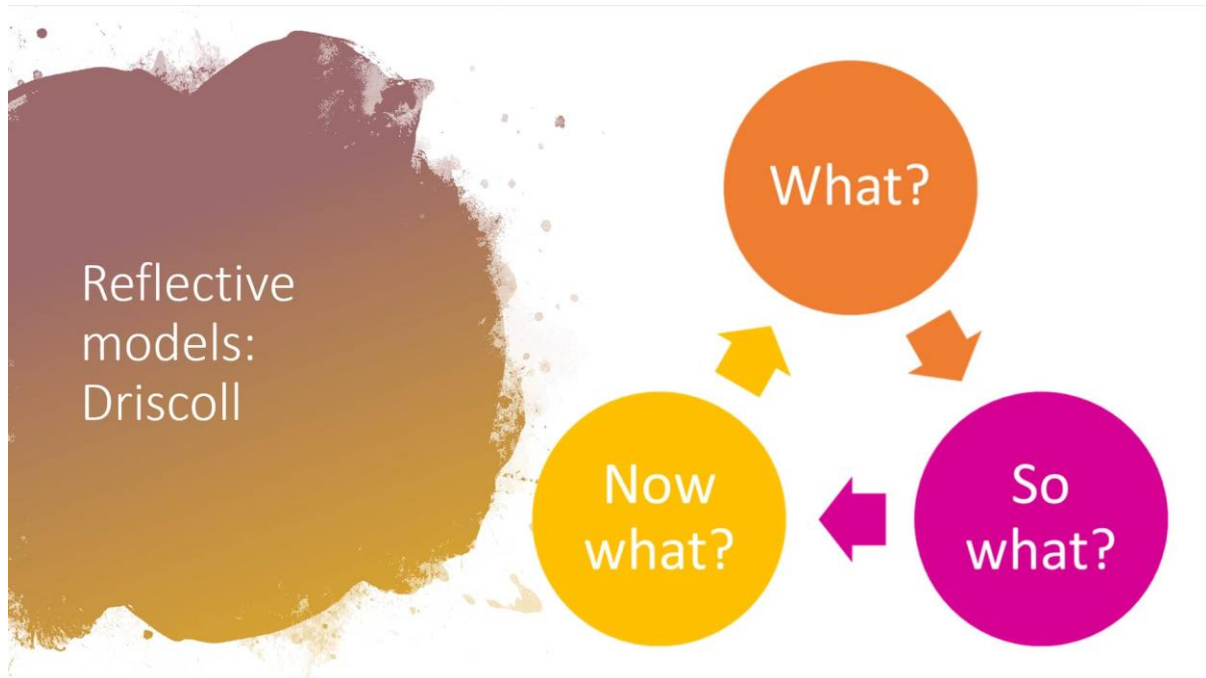
Driscoll (by Borton, 1970)

In this piece of writing I have selected the John Driscoll Model of reflection as I prefer it to others.

Driscoll Model of Reflection

The John Driscoll Model of Reflection is a framework for reflection, developed into a structured process to guide reflection.

The John Driscoll Model of Reflection derives from three questions. (Borton's, 1970).



What? Describe the event.

So What? Analyse the event.

Now What? Proposed action of the event.

Topic

I am going to use the Driscoll Model of Reflection 1994, 2000 and 2007 as a framework. I will apply the Driscoll Model to reflect on the four topics we did during the term. These are:

1. Paraphrasing
2. Referencing
3. Time Management
4. Public Speaking and giving Presentation.

Paraphrasing

Paraphrasing is using the ideas of another person in your own words and acknowledging it. It is very helpful when you are using the work of others to support your own view.

What? I have always heard of the word Paraphrasing but I have never really used it myself. It has also never mattered to me and I have never questioned its meaning or tried to understand it more until a few weeks ago when I enrolled at the University and the Lecturer started teaching us. It was one of the topics we learnt about in week four. It was really nice to learn that it is such an important thing in academic writing.

So What? I also learnt that there are three techniques of Paraphrasing. These are, using Synonyms, changing word class and changing word orders.

To make it more understandable the Lecturer said when paraphrasing a paragraph, we should read and understand it first, make a list of the main ideas and change the structure of the text and rewrite the main ideas in complete sentences then check our work. He also made us do some practice in class and it was great and fun learning and also we realised that English is actually not as easy as we think.

Now What? I then did some reading about it. According to (ASC, 2021), There is another Strategy of Paraphrasing called the 4Rs. These Rs stands for:

- Read
- Restate
- Recheck
- Repair

With what I have learnt from this topic now am comfortable using the word Paraphrasing without feeling like am speaking another language all together.

Referencing

Referencing is acknowledging the source to support an argument. (Library, 2021).

What? Referencing is totally a new word for me. I had never heard of it before starting this course. In week 5 my Lecturer brought up the topic and said, "Referencing correctly is an essential skill". He also said when we are writing an assignment, we are expected to acknowledge other people's work by referencing them in a recognised and consistent format.

So what? Referencing is a very important part of successful academic writing and is key to any assignments and research. It is a way of saying thank you to another author. There are four Recognised referencing styles at UWTSD. We were told to use the Harvard Referencing Style. We are also required to acknowledge and author twice in our essays. Ones in a text and once in the reference list.

Now what? I will continue learning more while I practice referencing my work and reading other people's work and looking at the Reference lists. When a website has no date on it I will use 'no date' or 'date unknown' or n.d. Full list of references at the end of my assignment has the information about the sources used to allow the reader to locate the source quickly. It is very importance to reference correctly to avoid plagiarism.

Time Management

(Works, n.d.) Urges that Time management is the process of sorting and planning how to split your time between certain activities. Good time management helps us to work smarter – not harder – so that we get more done in less time, even when time is tight, and pressures are high. Failing to manage our time damages your being able to succeed and causes stress.

In class we learnt that we should manage our effort appropriately, that is, towards the things that are most important. Direct our effort adequately, that is, maximise what is achieved by the spending of time and energy and decrease time wastage.

What? For daily scheduling, I will write down things I have to achieve within a fixed time. Organise most my projects as Urgent and Not Urgent. Approximate the length of time needed and add breaks and time for other ongoing activities. Also leave time for organizing and problem solving. Allow for delays and interference. Keep up with action logs or "trackers". Analyse a run through to cope with the list.

So What? I review my use of time by looking the following questions:

Was my time used adequately?

What happened when I misused my time?

What disturbs me from doing the things I planned to do?

How must I plan my time to manage better? Should plan for the whole year, term, week or day?

Do I waste a lot of time?

How do I use my extra times?

For each question I answer honestly, and I consider if I need /want to make improvements and what they might be.

Now What? With what I have so far learnt about time management I have started to get more organised. I plan my time for work, lectures, family and friends much better. I do not use a diary, but I use a calendar on my phone to plan my time. It has made things much easier. I find The (Eisenhower Matrix, 2011-2021) very useful for me.

	Urgent	Not Urgent
Important	1	2
Not Important	3	4

It helps me focus on the most important and Urgent things in my life first, so I do not stress on little things.

Public Speaking and giving Presentation.

What? Public speaking is the action of presenting data to listeners. It is mostly done before several people gathered like in school, workplace and events. The good thing of knowing how to talk to people include improving analytical thinking and verbal/non-verbal communication skills. (What Is Public Speaking and Why Do I Need to Do It, 2014)

A presentation is a means of talking that can be modified to various speaking situations, such as talking to a group, having a meeting or instructing a team.

A presentation can also refer to a broad word that enclose other 'speaking engagements' such as making a speech in an event or getting a point across in a video conference.

A presentation gives you an opportunity to get a message across to the listeners and will often accommodate a 'persuasive' element. This could, for example, be a talk about the productive work of your company, what an employer could offer, or why you should get additional finance for a project. (SkillsYouNeed, 2011)

Giving a presentation is a way of sharing information or thoughts and ideas to listeners.

So What? Before we learnt about giving a Presentation, I was clueless about what it takes. I always thought it was such an easy thing until we learnt about it in class and the teacher said we were going to do it on week 9 of our class. It still seemed easy, so I did not practice or prepare for it. On the day of the Presentation, I was still relaxed and was listening to some of my colleagues panicking and saying they were nervous, for me I was relaxed and playing with my son. I then put my son for a nap then joined the class. I was the fourth to present that day. I shared my screen and had a panic attack at the beginning, my lecturers and the students were very understanding, and they told me to calm down and breath, I drunk water

then presented. When I finished my presentation, I felt I could have done better if I was more prepared but as I sat to attend the rest of the class the feeling changed and I did not feel like my Presentation was too bad after all.

Now What? The next time I must give a Presentation I will use what I have learnt in class and online and my experience to help me. I will make sure to do the following:

Before I give my speech, I will come early to set up and check the computers, dress well and comfortably for my listeners and I make sure my mobile phone is off.

For my introduction I will use a line that will attract the attention of the listeners. I will briefly tell the topic am going to be talking about and briefly summarise my main subject matter.

When I start Talking, I will talk slow but loud enough to be heard by projecting my voice and speaking clearly while repeating critical details. I will pause briefly to give my listeners time to take in the information on each new slide and will not read each the slides aloud.

I will give time for Questions at the end of my speech as I may get distracted by answering some queries that may be a bit too personal and if I am unable to answer a then, I will say so.

Conclusion

In this structured academic report I have reflected on my learning in this module using the Driscoll Model of reflection. I did an introduction, defined reflective writing and Driscoll Model of Reflection. I explained the topic of what I was going to talk about these included Paraphrasing, Reference, Time Management, Public Speaking and giving Presentation. I have also included a list of Reference.

Reference

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