

Academic and Employability Skills

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Task-2:

Introduction

Academic and employability skills are essential for building up good career opportunities. With proper efficiency about the academic and employability skills, students can enhance their academic scores too. The following context will describe my learning about some academic and employability skills which I have gathered during this module. Moreover, how I have enhanced my learning by implementing Gibb's model of reflective learning will also be discussed here below. Lastly, the ways through which I will be benefitted after enhancing those skills will also be going to be mentioned here in the following.

Topic-1: Time management skills

Time management skill is one of the essential skills which individuals need to manage their work in a proper way. Some of the important factors which are associated directly with time management skills are organising, communication, goal setting, planning, stress management, flexibility and others (skillsyouneed, 2021).

Applying Gibb's model of reflection for enhancing my time management skills

By applying Gibb's model of reflection, I have evaluated my learning which I have acquired about time management skills. Thus, the ways by which Gibb's reflection theory has helped me to enhance my time management skills are

Description

During my academic sessions, I have learned how to develop time management skills which will help in my future projects. For enhancing my learning about time management skills, I have made a description of my entire learning.

Feeling

During this stage, I have developed the changes which I was facing before. Moreover, I have also been able to understand the effects of proper time management. This stage will also help me to analyse the entire situation in order to find out my weaknesses and strengths (Wain, 2017).

Evaluation

After the proper analysis, I evaluated all those positive and negative feelings which I had developed for this learning. I have become able to understand those factors which are affecting my time management skills.

Analysis

With proper analysis, I have become able to find out the reasons such as lack of confidence, less communication, weak organising skill, because of which I was facing time management issues. Moreover, I have also become able to find out the ways through which I can mitigate those issues (Adeani, Febriani and Syafryadin, 2020).

Conclusion

During this stage, I have become able to understand all my time management issues and how will I improve those issues to make myself more productive and confident.

Action plan

After making a proper conclusion of the problems and their solution, I have made a proper action plan through which I can mitigate my issues and enhance my time management skills for my future projects (nicole-brown, 2021).

Through the reflective model of Gibb's, I have enhanced my flexibility and become more able to manage my stress level while performing the works. Thus, the ways through which the time management skills can help me in my future academic careers are

Reduces stress

Managing the time will help me to lessen my stress level and will develop my confidence. Proper time management skills will also help me to meet my deadlines with proper planning and organising. With proper management of time, I will be able to enhance my productivity and by understanding my priorities and needed goal settings (acc, 2021).

Enhances my focus and productivity

An effective time management skill will directly enhance my focus on work. Thus, with proper focus, I will also be able to enhance my productivity level at my workplace. The time management skill will help me to work in a smarter way than in a harder way to reach my goals. By making a good action plan for my projects, I will be able to complete my work in a proper way within a proper set of time. Moreover, the completion of my work within a proper set of time will help me to enhance my productivity effectively.

Reduces my procrastination nature

Procrastination is all about delaying in performing the work. With a proper time management process, I will be able to focus on my work which in turn will give me enthusiasm for completing the work within a proper time. For controlling my time, I will be able to become less

procrastinate and will try to finish my work within the aimed time limit. For managing my time, I will work on my priorities in an effective way (developgoodhabits, 2020).

Topic-2: Summarising

Summarising is a technique through which students can make a complete overview of a complete discussion and argument. Summarising helps the readers to find out the key points of the overall learning materials. Moreover, summarising also helps the students to present clear and concise writing for their academic assignments (sussex, 2021).

Applying Gibb's model of reflection for enhancing my summarising skills

By following Gibb's model of reflection, I tried to enhance my knowledge about summarising skills. The ways through which Gibb's reflection model has helped me to enhance my summarising skills are

Description

With the first stage of Gibb's model, I have been able to describe the importance of summarising in my academic writing to myself. Along with that, I have also become able to gather knowledge about how to summarise a long text.

Feelings

After understanding it, I have become able to develop a feeling that I should work on my summarising skills for delivering a concise and relevant text. I have also become able to understand that delivering a concise and relevant text will also help me to score good marks in my academic career.

Evaluation

During this stage, I have evaluated all those problems which I was facing while summarising the long and complex texts. With proper evaluation, I have become able to understand my weaknesses and strengths, which can help me to enhance my summarising skills in future.

Analysis

After the evaluation stage, where I have identified my strengths and weaknesses in summarising, I have focused on finding out those reasons for which I was facing such weaknesses.

Conclusion

After understanding all the weaknesses and strengths, I have become able to understand where I have to work for enhancing my summarising skills. With a proper understanding of the solutions, I have become more confident about mitigating the issues regarding my summarising skills.

Action plan

At this final stage of reflection, I have made a proper action plan with necessary solutions, which will help to resolve all my problems regarding summarising skills. Resolving the summarising issues will also help me to deliver better writings for my future academic assignments (ed, 2021).

Enhancing my summarising skills can contribute a lot to my future academic writings. Thus, the ways through which it can enhance my academic career are as follows.

Enhances essential ideas

With the process of summarising, I will be able to find out the key factors of my entire academic learning and texts. Identification of the key factors will help me to understand the essential ideas, which will help me to enhance my learning in a simple way. Moreover, I will also become able to extract the relevant information from abroad and complex text (Vulovic, 2019).

Improves the focusing skills

For summarising the texts, it is important to focus on the key factors of the original texts. Thus, I will also develop my focusing skills for summarising complex and long texts. Moreover, I will become more proficient in focusing on the relevant and essential parts of the original texts than the non-relevant or non-essential ones (Suleman, 2018).

Develops the understanding of conciseness

Concise texts help to improve the relevancy and essentiality of the writings. Thus, with proper summarising skills, I will also become able to construct concise and relevant texts for my future academic writings. Moreover, this process will simplify my writing and will deliver a good impact on my academic scores (studyrigh, 2021).

Topic-3: Academic writing

Academic writing is a kind of formal writing style that has been used by universities and other publications. Proper academic writing should be descriptive and informative for the readers. The main purpose of academic writing is to explain some specific ideas and findings to the readers in order to persuade their learning (Cooney, Darcy and Casey, 2018).

Applying Gibb's model of reflection for enhancing my academic writing skills

By applying Gibb's model of reflective learning, I have tried to enhance my academic writing skills. Thus, the ways through which the stages of Gibb's reflection model has helped me to enhance my academic writing skills are as follows.

Description

During this phase, I have gained knowledge about the importance of academic writing and the ways through which I can enhance my academic writing skills. Moreover, I have also understood that how an academic writing skill can boost up my academic performance directly.

Feelings

After understanding the importance of academic writing, I have understood that by implementing it, I will be able to score good marks for my future assignments. Along with that, it will also help me to influence my readers in an effective way.

Evaluation

During this phase, I have evaluated my weaknesses and strengths, due to which I was not able to deliver proper academic writing in my assignments. For example, I have the strength of sentence construction in my academic writing. But due to the lack of proper knowledge about the academic writing style, like the formatting and concise writing, I used to face some issues in my academic writings (Sekarwinahyu et al., 2019).

Analysis

After evaluating the weaknesses and strengths of my academic writing style, I have tried to find out those factors which are affecting my writing skills. Critical analysis of the entire situation has helped me to find out those reasons like lack of knowledge, lack of focus, lack of research and others, which has affected my writing skills.

Conclusion

During this phase, I have understood all my mistakes and identified those ways through which I can mitigate them. Through this identification, I have become more confident that I will be able to mitigate it for enhancing my future academic writing work.

Action plan

After realising all the mistakes and strengths of my academic writing, I have made a proper action plan to enhance my academic writing quality in my future assignments. With a proper

action plan, I will be able to mitigate all my writing related issues and can deliver an effective piece of work.

Thus, the advantages which I will acquire from my enhanced academic writing skills are as follows.

Enhances the analytical skill

Academic writing skills will help me to enhance my ways of thinking analytically and creatively. Developing good analytical thinking skills will further help me to evaluate things in a better way. Moreover, it will also help me to develop my thinking in a logical way. Learning the ways to think analytically is itself a great skill that will be with me for my coming life (Fleming, 2020).

Enhances the sense of professionalism and ethics

Knowledge about academic writing will help me to become more professional and formal. For constructing good academic writing, I will become more able to enhance my ethical views like not copying from others' work without recognition and others. Learning will become more professional for me, which will create a good impact on my future professional career (RAE, 2020).

Enhances my confidence and literary skills

Sound knowledge about literacy skills is very important for me to improve my academic career. This literary knowledge will further help me in my future career as well. Moreover, after

documenting a proper set of writing, I will be able to become more confident about scoring good marks in my academic life (Nixon, 2018).

Conclusion

Academic and employability skills have a great impact on our careers. The above context has described my personal reflective learning about some academic and employability skills which I have learned in this module. Moreover, the context has also described how I have implemented Gibb's model of reflection for enhancing my time-management skills, summarising skills and academic writing skills. Lastly, the ways through which these skills can become helpful to me has been discussed here above.

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