

Reflection On Study Skills

by Marcus Baker-Wells

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Abstract

Throughout this report there are many similarities made to other portions of the report and the evidence given was built up over many months of set time to gather the required evidence. However, due to this a lot of similarities between the author and the results found where intriguing and confirmed suspicions and will help the author to improve on himself.

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Introduction

In this report the contents will cover the authors work that was completed in the time spent attending Study Skills lectures, as well as outside classroom work which was completed during time away from the Lecture sessions.

This report will cover the main three components (which will be discussed in larger depths later in the report) these are:

- Presentation
- Skill Evaluation
- Application

Presentation

The authors self-description of themselves is as follows:

I believe that I am confident but quiet. I do not like public speaking as this is one of my weaknesses, but I do like being part of a team especially when practical work is involved. I work better with my hands than academically as I work better with things I can see and understand.

For this section the subject had to create a 5-minute presentation to provide to the class to introduce themselves and learn the skills needed to present a good presentation. There were 5 different slides were presented, each had to relate to a brief which would in turn help describe the presenter.

As shown in Figures 1,2,3,4, the slides were filled with short bits of information as to not overwhelm the audience and there were clear pictures to emphasise points. The main information on the slides were key points to help the presenter to explain the points to the audience about themselves. The biggest challenge with this powerpoint was the time limit/goal which was 5 minutes and not over filling the slides with information. This became a challenge due to trying to fill the slides with useless information and going over the time goal and rambling.

The lessons which were learnt in this presentation is that a presentation needs to have enough information to not bore the audience but also not enough to over bore them as well. Also to keep a better watch of time as it was hard to compensate for.

In future the presentation should have more information so there is enough to interest the audience and be more punctual, as to not waste time.

Skill Evaluation

For a successful time in Higher Education there are many tips and tricks to help people succeed as well as many traits which tend to be beneficial to the course work/note taking.

One of these tips would be to colour code notes to other similar notes so it is easier to reflect and revise on the topic. This then makes it easier to remember certain topics and makes the work look neater and more readable. Another would be to have dedicated books/notepads to those lessons so the content of two different subjects are being mixed and will confuse the student later. Another tip would be to have a set time to complete the work set by lecturers, this allows for time to do other activities as well as be able to plan your week better.

Many employers look for functional skills when employing people and these skills typically align with the skills needed for the industry or job. Skills include good teamwork, punctual, good common sense and experience (if required). They will also check to see if you have any previous convictions or anything which would conflict with the job role. This all links with the next point about the different personalities at work.

The author completed a personality test and the diagram in Figure 5 [1] is the outcome of said test. The table above also correlates to the first paragraph which is a self reflection of the author before doing many personalities tests to determine the common themes. In the table above there is a sign of being introverted which also reflects to it as there was a similar reference and evidence of introverts.

Figure 6 [2] is a personality test that also creates hard evidence on the authors self-reflection of being introverted. This also gives the impression that the author is a factual person whereas the past test and self-reflection (Figure 1) did not say anything similar, however, the argument could be made that being factual is also similar to discipline driven in the Lumina Spark test.

On these personality tests a lot of the information which was received in the results also mirror the self-reflection in his self-reflection. This therefore confirms the self-description. Tests like these are important to do because they help the user understand their strengths and weaknesses as well as find individual comfort in the fact that they can work on themselves and create progress within their life.

Leading on from that point, these tests have shown areas of improvement and will help to guide the author in directions to improve on those areas where there could be improvements, such as being more extroverted.

The main goals in the authors life would be very similar to a lot of other people, be at a good point financially and have a good, healthy lifestyle. However, certain goals would be achieved before this milestone is reached. These goals would be:

- Get EOD qualifications
- Finish OME HNC
- Good Job and decent wage
- Pet to live with
- Regularly attend the gym.

There are also sub goals which would be attainable whilst continuing to achieve the main goals:

- Greater Understanding on Cars and work on a project car.
- Learn to code at a greater length.
- Get a Lathe.
- Go On Holiday more often.
- Gain a Hobby

To complete the OME HNC goal, it would be completed in the next 2-3 years on target with the course set timetable. This could be measured by each assignment and exam completed or passed as a small stepping stone towards the bigger goal, doing this each assessment as it comes would be beneficial as it then wouldn't overwhelm other aspects of life. This as previously said would be done by the end of the course set time avoiding any resits.

Another goal to complete for the subject in question would be the EOD (Explosive Ordnance Disposal) qualifications. This would be measured in the funding achieved for each course and be done over many years to cement commitment and have other aspects of EOD alongside these ones. The relevance this has to the current climate of the authors goals is the nature of work he is in as an Ammo Apprentice; this means he works closely with the AT (Ammunition Technician) at work. This would hopefully be done after the OME HNC as completing both together would be conflicting so this would be done in 3-4 years.

A lesser critical goal that should be completed by the author would be the greater understanding on cars goal. This would be measured by the work completed on vehicles and is attainable by acquiring a project car (vehicle which is broken and needs fixing/upgrading). The relevance to this goal would be the undeniable fact that the author uses vehicles to travel a large amount of his time and knowing how to fix them would be beneficial. This would be done in 2-3 years.

Another goal for the subject would be to go on holiday more often. This would be measured by the time spent away from common places the author goes, for example weeks spent away. This is achieved by budgeting and saving money as well as planning ahead of time. This is relevant because this would mean the author would be less stressed and more relaxed and focused on work when he returns. This would be done every year roughly dependant on money.

Application Of Data

- A) During the Study Skills Lectures the key emphasise on electronic safety and the storage of information, the author has taken this knowledge and based his university work around one of the key principles that were taught. This was the three different places principle, and he has used this by keeping one set of data on a personal computer and another on his work computer as well as on a memory stick attached to his University ID Lanyard. This is so that if one set of data is comprised then there are 2 other sets backed up waiting. The subject in question does a full back up of his work every set block at away at university.

This would help in many scenarios such as a ransomware attack, backup failure or a loss of computer/file. This would then mean there would be no panic in trying to obtain these files again as they have been saved separately. Another example would be a loss of battery on the laptops used, having the memory stick doesn't have a need for constant battery input so therefore is ideal for storing data easily. If any of these scenarios were to happen the subject would quickly report any troubles and then restore or access the files through another set storage place (IE other laptop).

If a ransomware attack did occur on one of the authors machines, he would refer to a previous class and follow the guidance given during it so he could be safe. This could mean he would invest in cyber security or simply use a decrypting service/software to regain access to his files.

- B) Moving on, the author uses Outlook Calendar as well as a physical calendar to help organise and plan his time better. He also uses excel to keep a log of the work he has done whilst at work for reflection of tasks done for KSBs (knowledge Skills Behaviours). He also keeps a miniature notepad to keep track of notes and important meetings whilst reducing digital footprint.

As shown in Figure 2, the Daily Log helps keep track of the business that has been done for those said days.

In Figure 3 above is the authors PDP (Personal Development Plan), it is designed specially for his usage as it does not over complicate the ideas or goals and keeps them simple enough that they can be changed when or if needed without much stress or time devotion.

It is simple, precise and uncomplicated so others can simply read it as well as himself which has helped before as he has used this to show others his plan for the next 5/6 years.

Conclusion

Throughout this report the author is consistent in keeping all information simple and not over playing the different types of research done. For example, he uses his personality tests to show his own self reflection is similar in terms of introverted behaviour. Also, throughout the report there have been realisations with the author on the difficulty within presenting information to an audience as it was complicated to choose what to add into the presentation whilst creating it for the 5-minute assignment.

The CryptoWall report (Figure 9) during the Study Skills has given a massive insight into the Cyber world of viruses. This is because the subject did not understand the complexities of the different types of files affected and the types of viruses/ ransomwares you could be infected with. It also showed him the ways to regain his files if they had happened to be encrypted with Ransomware, which will be a lifelong skill and has given insight into a huge part of daily life.

The PDP has helped him stay focused and made him realign with his own goals. The way it was designed was to keep it very simple as not to over complicate it and make confusion or make it difficult to read in a quick environment.

Topics which would be up for further investigation would be Cyber Security, coding as well as life lessons like taxes or other topics or methods to help destress the student. It would also be beneficial to investigate the additional help the university provides in terms of disabilities and struggling students in deeper depth.

References

References

- [1] Lumina Spark, "Marcus Baker-Wells - Lumina Spark Personailty Test," 2022.
- [2] C. Jung, 2022.
- [3] M. Baker-Wells, "Personailty Paragrah," 2022.

Appendices

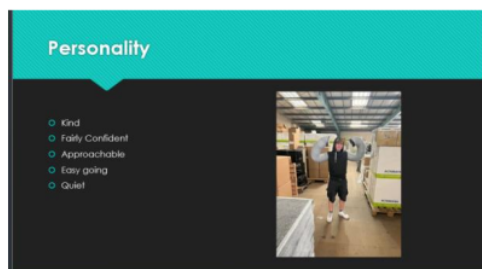


Figure 1

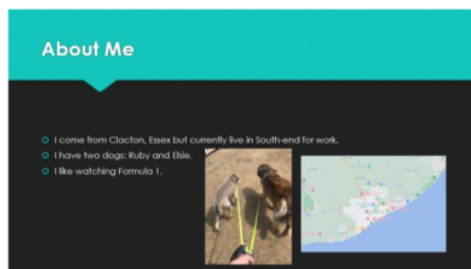


Figure 2

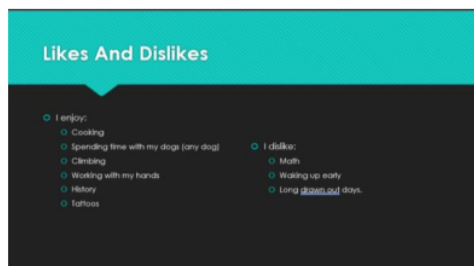


Figure 3

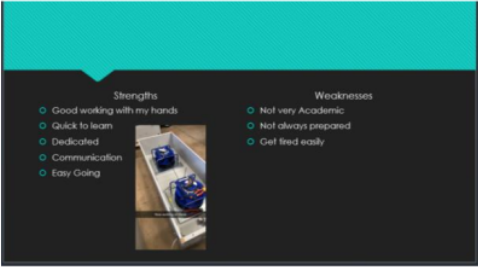
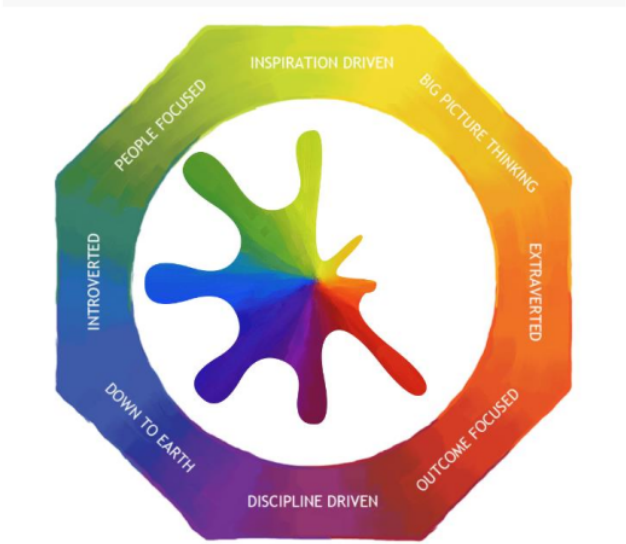


Figure 4



[1]

This is Marcus's Lumina Splash, a visual representation of their personality calculated using their Lumina Spark aspect scores.

Figure 5

[2]

What makes you different?

This free report describes how you prefer to: deal with and relate to people, process information, make decisions and organize your life. It gives you a good overview of your personality and behavior. You can use this information to assess how well your personality might fit a potential employer or type of job.

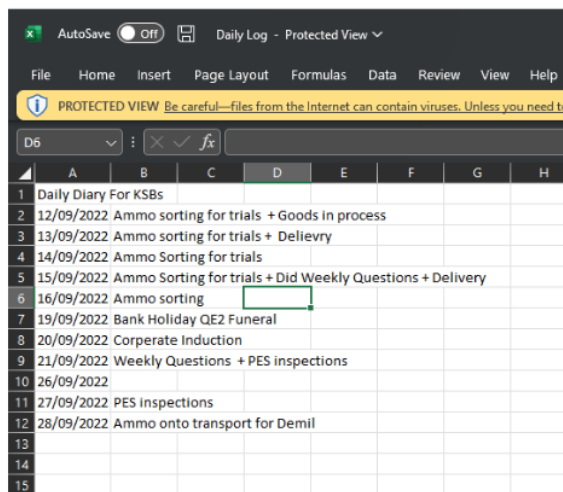


 **Your Jung personality type**

The descriptions you chose about your behavior indicate that the Personality Type that most accurately describes you is: **Introvert-Sensor-Thinker-Judger**

- Introverts tend to be reflective, reserved and private. A popular misconception is that Introverts are shy - this is not necessarily so. They draw their energy from their own thoughts and the time they spend alone. Introverts do not need people around them all the time.
- Sensors live in the present. They rely on facts, handle practical matters well and like things to be concrete and measurable.
- Thinkers make decisions using logic and impersonal analysis. They think with their heads rather than their hearts.
- Judgers prefer a lifestyle that is decisive, planned and orderly. They like a life that is organized and controlled.

Figure 6



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	Daily Diary For KSBs							
2	12/09/2022	Ammo sorting for trials + Goods in process						
3	13/09/2022	Ammo sorting for trials + Delievry						
4	14/09/2022	Ammo Sorting for trials						
5	15/09/2022	Ammo Sorting for trials + Did Weekly Questions + Delivery						
6	16/09/2022	Ammo sorting						
7	19/09/2022	Bank Holiday QE2 Funeral						
8	20/09/2022	Corporate Induction						
9	21/09/2022	Weekly Questions + PES inspections						
10	26/09/2022							
11	27/09/2022	PES Inspections						
12	28/09/2022	Ammo onto transport for Demil						
13								
14								
15								

Figure 7

Strengths: Hands on worker, Dedicated

Weaknesses: tire easily, academically struggles.

Opportunities: Work provides many courses and has a diverse industry.

Threats: N/A

Goals Personal: Live with Pet

Goals Work: Do a more practicable and move to an EOD role.

How can they be achieved: Work Holds many courses and will possibly agree to send me on EOD courses.

Living with Pet goal can be achieved through finding a new flat or discuss new terms with landlord.

Figure 8

CryptoWall ransomware ransomware is a type of malware that encrypts a victim's files and demands a ransom payment in exchange for the decryption key. The ransomware is typically distributed through phishing emails, malicious websites, or software updates. Once installed, the ransomware encrypts the victim's files and displays a ransom note demanding payment in Bitcoin. Contents 1. Introduction 2. How it works 3. Prevention 4. Recovery 5. Conclusion	Introduction The ransomware is a type of malware that encrypts a victim's files and demands a ransom payment in exchange for the decryption key. The ransomware is typically distributed through phishing emails, malicious websites, or software updates. Once installed, the ransomware encrypts the victim's files and displays a ransom note demanding payment in Bitcoin. The ransomware is a type of malware that encrypts a victim's files and demands a ransom payment in exchange for the decryption key. The ransomware is typically distributed through phishing emails, malicious websites, or software updates. Once installed, the ransomware encrypts the victim's files and displays a ransom note demanding payment in Bitcoin.	Summary The ransomware is a type of malware that encrypts a victim's files and demands a ransom payment in exchange for the decryption key. The ransomware is typically distributed through phishing emails, malicious websites, or software updates. Once installed, the ransomware encrypts the victim's files and displays a ransom note demanding payment in Bitcoin. The ransomware is a type of malware that encrypts a victim's files and demands a ransom payment in exchange for the decryption key. The ransomware is typically distributed through phishing emails, malicious websites, or software updates. Once installed, the ransomware encrypts the victim's files and displays a ransom note demanding payment in Bitcoin. Conclusion and Future The ransomware is a type of malware that encrypts a victim's files and demands a ransom payment in exchange for the decryption key. The ransomware is typically distributed through phishing emails, malicious websites, or software updates. Once installed, the ransomware encrypts the victim's files and displays a ransom note demanding payment in Bitcoin.	The ransomware is a type of malware that encrypts a victim's files and demands a ransom payment in exchange for the decryption key. The ransomware is typically distributed through phishing emails, malicious websites, or software updates. Once installed, the ransomware encrypts the victim's files and displays a ransom note demanding payment in Bitcoin. The Cryptowall Ransom The ransomware is a type of malware that encrypts a victim's files and demands a ransom payment in exchange for the decryption key. The ransomware is typically distributed through phishing emails, malicious websites, or software updates. Once installed, the ransomware encrypts the victim's files and displays a ransom note demanding payment in Bitcoin. Good Practices The ransomware is a type of malware that encrypts a victim's files and demands a ransom payment in exchange for the decryption key. The ransomware is typically distributed through phishing emails, malicious websites, or software updates. Once installed, the ransomware encrypts the victim's files and displays a ransom note demanding payment in Bitcoin.	References 1. "CryptoWall Ransomware." <i>Wired</i>. 2014. Web. 10 Oct. 2014. 2. "CryptoWall Ransomware." <i>Wired</i>. 2014. Web. 10 Oct. 2014. 3. "CryptoWall Ransomware." <i>Wired</i>. 2014. Web. 10 Oct. 2014. 4. "CryptoWall Ransomware." <i>Wired</i>. 2014. Web. 10 Oct. 2014. 5. "CryptoWall Ransomware." <i>Wired</i>. 2014. Web. 10 Oct. 2014.
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Figure 9 – CryptoWall Report

Reflection On Study Skills

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

Instructor

40/100

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GRADING FORM: SMU GENERIC_GJ

MARCUS BAKER-WELLS

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RESEARCH-INFORMED LITERATURE

 no IEEE used. No literature for HE/employment skills 6

KNOWLEDGE AND UNDERSTANDING

 Section 2, skills evaluation not well understood. The student was expected to find and properly reference literature sources which describe the skills needed for HE and employment. Reflection on test results and self analysis lacks depth 8

ANALYSIS

 Good reflection on the process of preparing and giving a presentation. Reflection on test results and self-analysis lacks depth 8

PRACTICAL APPLICATION AND DEP.

 Presentation skills and ability to produce a properly structured report are both adequately demonstrated. Good attempt of SMART objectives
Many parts are missing. Solid plan for data backup. 9

SKILLS FOR PROFESSIONAL PRAC.



Abstract and introduction properly included. Sections should be numbered and divided into subsections for clarity. strong attempt to use 3rd person writing and passive voice. Missing parts include Gantt chart, ation plan, notes from scientific journal.

9