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Introduction

In this reflection, I will talk about my learning experiences in the Academic and Employability Skills module where I will use the method that most reflects me. The method used by psychologist David Kolb. In 1984 he presented his theory of learning styles for the first time where he said or believed that our individual learning styles are born due to three causal factors: environmental demands, life experiences and, genetics.

He represented a cycle of four stages In his theory of experiential learning:

- 1) **Concrete Experience** First observation is important as a basis for immediate and concrete experiences.
- 2) **Reflective Observation** The individual reflects on what that information can mean and begins to build a general theory on these observations.
- 3) **Abstract Conceptualisation** In the next cycle based on hypotheses, the student forms abstract concepts and generalizations.
- 4) **Actively Experiment** Finally in new situations, the student tests the implications of his concepts.

Learning style: When we want to learn something, each of us uses our own set of strategies or method. These differences in learning are the result of many factors, such as age, culture, and motivation.

I am going to write about five topics that I studied in the Academic and Employability Skills module using Kolb's learning style.

- **Paraphrasing.**
- **Presentation and Public Speaking Skill.**
- **Cvs Writing.**
- **Referencing.**
- **Employability Skills.**

Paraphrasing



Paraphrasing

Concrete Experience

In this course, I have learned to paraphrase I have never used this tool in my previous studies, this was completely new for me since I have not been doing many reports or writing because I am a person who likes more mathematics and numbers. I am a more practical person, I read very little and languages are something that was difficult for me even in my Spanish language, I had difficulties in writing and difficulties in spelling when I was studying in high school.

Reflective Observation

I like the content of a paragraph or section of something I read and want to paraphrase or rephrase it in my own words for my writing. I did many exercises using synonyms, changing the kind of words, or changing the order of the words. I also learned by paraphrasing not to change key terms or proper names.

Abstract Conceptualisation

I have to say that at the beginning when I have done my assessments I found keeping the original meaning with a different structure was quite complicated. I had to read more than three times to understand the content well and do my written assessment and work. To do my reports and work at the university in a language that is not original was a bit complicated to do the correct spelling and grammar, but I know with more practice I will improve because it is in my plan to continue studying and do better with my English regarding grammar and spelling.

One of my big mistakes before learning paraphrasing was doing a writing assessment for one of the subjects at the University, (my first work) I did plagiarism because I didn't have the right knowledge or practice to use my words in my own writing. Now thanks to this learning I have found the solution. I feel happy and comfortable with it. I now know I need to read more to use more words.

Actively Experiment.

In term One I learned to paraphrase, Now, I present the information and my ideas in my own words with these tools. I recognize where words come from by using my own words, I demonstrate my ability to convey this information and my understanding.

Presentation and Public Speaking skills

The presentation includes talking about a particular goal, organizing your speech with a sequence of pictures or slides intended to enhance that goal, and evaluating the effect. Public speaking is a more generalized set of oral communication skills. Presentations are made in small settings to a selective audience when speaking in public this is more general regarding the big audience. Presentations usually have some kind of interaction with the audience but when we speaking in public you to will pass the information to whoever will listen. Presentations provide updates, learnings, and sometimes sharing new ideas, public speaking hopes to inspire others, gain the attention of the audience, and presents new initiatives or ideas.

Concrete Experience

In this module, I learned certain skills and tips for my public performances.

Abstract Conceptualisation

The tips I learned which are very more important to me are regarding body language and pre-talk presentation. The body language skill is important for me because this shows emotion, I learned to control my hand's movements, not to cross my arms, and improve my posture. For the pre-talk presentation, I learned to arrive a few minutes early to prepare everything in advance of my presentation.

Reflective Observation

I am a person who likes to observe others and hopefully improve with each presentation, I do practice and try again and again, I know that with lots of practice, I will get more experienced.

Actively Experiment

It's very hard for me to be relaxed when giving presentations but I learned to control my nerves, I also learned to focus on the message, I try to keep a smile and keep eye contact with the audience at all times except when checking my notes. I always at the beginning of a presentation I was shy and felt nervous. This university has now given me a lot of tips, for example how to connect with the audience.



CV Writing

What is a CV?



A CV is the Abbreviation of Curriculum Vitae, it's a personal marketing document used to sell me to potential employers. I must inform them about my professional past background, my skills, abilities, and achievements. Ultimately I must highlight why I feel I am the right person for the job and their organization.

A well-written CV could make the difference between not being considered for the job but getting an interview. There is no official CV structure, but some key information should always be included. for example, references from previous employers, hobbies, interests, education and qualifications, past work experience, relevant key skills, a personal statement and personal data.

A) Concrete Experience

At the university, in this course, I have been taught to write a cover letter, which I usually did not include in my non-UK CVs.

Reflective Observation

The covering letter is very important because in it I will present a small summary of my CV and my I feel am the correct person for the organization and job.

Abstract Conceptualisation

Throughout my life, I have had to update and modify my CV because I have learned new things gained more qualifications, and acquired new work experiences.

For example, in Spain, you must put a photo on the CVs where it's totally the opposite in the UK that we should not include this in the CV. For me, this is a very good idea since employers will be able to evaluate you for the job according to your experiences, and studies and not because of your looks, ethnic background, or age.

Actively Experiment

In most of the applications that I have been asked for my CV, I have been asked for a covering letter. I am very happy to have learned how to make a covering letter because it makes you look professional.

B) Concrete Experience

In the university, I learned new ways regarding presentation and formatting.

Reflective Observation

I have had to adapt to new ways and norms of writing CVs since I have been in three different countries and they want to see different information within the CV.

I learned these fundamental rules.

- Use bullets and titles
- Be brief (and relevant)
- Choose a professional font
- Check grammar and spelling
- Be logical

Abstract Conceptualisation

I learned to make my CVs more clear, relevant for the job I was going for and make it easier to read

Actively Experiment

I now always do my CVs following these key rules that I showed in reflective observation.

C) Concrete Experience

One of the things that caught my attention when learning to write a new CVs here in the UK was to include the past employer references

Reflective Observation

The company often asked for at least three contact names and phone numbers of the employer to be able to contact them.

Abstract Conceptualisation

I know companies want to see these details and it's very important to include them in my CV.

Actively Experiment

Now I normally put three reference in my CVs

Referencing

Concrete Experience

In this module, I learned to do referencing for my writings. As I mentioned before I do not have much experience in writing reports, I have started writing at this University, and referencing was totally new for me, I learned that there are many ways to do it but the most commonly used is the Harvard style referencing.

Reflective Observation

Referencing is information that identifies a published source or part of it. A fragment in a reference is used to show who done the original writing and document to prevent plagiarism.

Abstract Conceptualisation

This was very useful to know because it allows me to identify the publication or a fragment of it that has been used, for example in one section it says that part of the published text I extracted from for the doing of my writing and in this way I cannot be accused of plagiarism.

Actively Experiment

In class we did many exercises, we did various different styles of referencing. The one we used the most was the Harvard Style and still, i use it for my writings, which was recommended for our lecture, we also practised how to do it on the computer.



Employability Skills

Concrete Experience

In the course employability skills was one of the topics that I enjoyed very much. In class I learned about interpersonal skills, personal abilities, number skills, new impacts of the organization in society and one most important skill of employability that is communication.

Abstract Observation

Skills for employability are characteristics that determine your way of working, your way of relating to others and for the companies and this is very important for the selection process.

Reflective Conceptualisation

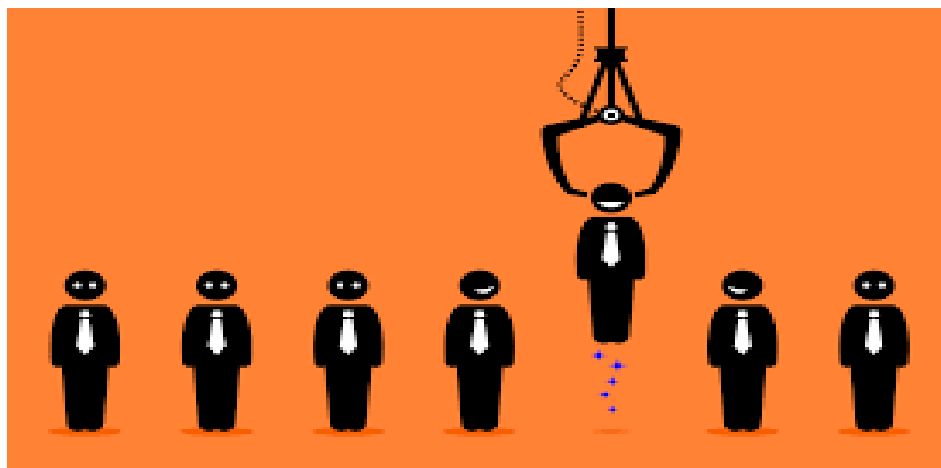
With this program which I learned at the university, I was able to analyse the key competencies for better employability such as self-knowledge, motivation towards learning, flexibility and adaptation to change, own initiative, autonomy, digital skills, planning, organization, time management, and social skills.

Actively Experiment

We made personal presentations and this also helped me to see the other employability skills that I was unaware of myself.

- x Regarding interpersonal skills, I have worked with different people and from different cultures, I have also worked in three different countries and this has helped me to work as a team.
- x In class, I was able to see more of my personal abilities, that I am a responsible person. I always pursued and forced myself to achieve my dreams, also I learned something new in this program of how I can better manage my time and find time to relax.
- x Regarding number skills, I am very good at understanding arithmetic, presenting numerical data effectively, and explaining it clearly, as I mentioned above, mathematics is one of my best skills that I enjoy very much.
- x Also, I learned the new impacts of the organization in society, the new environmental problems that actually affect us, and the job function.
- x I learned that one skill of employability is communication, it is very important to know how to listen and know how to communicate in a certain way to avoid conflicts and to solve a problem.

In this module, I have learned to understand this topic in a better way, because now I can see my new strengths and weaknesses by doing the SWOT analysis.



Conclusion

In summary, in this module I have learned many new things which will help me to find a good and better job. I have also reviewed the subjects and teachings that I learnt in other studies and experiences I've had. I feel I still have a much to learn and will continue to prepare myself for all what I may learn as new things are learnt every day. I am a person who learns a great deal by observing others and listen to others opinions, my learning style is visual and auditory. I am a keen and an active student who wants to learn from others either directly or when given guidance, and concrete experience.



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