

ACADEMIC REPORT REFLECTING ON MY LEARNING IN THE MODULE



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CONTENTS

SECTION 1: ABSTRACT	3
SECTION 2: INTRODUCTION	4
SECTION 3: REFLECTION MODEL	4
SECTION 4: ACADEMIC AND EMPLOYABILITY SKILLS?	5
SECTION 5: TOPIC 1 TIME MANAGEMENT	5
SECTION 6: TOPIC 2 PUBLIC SPEAKING	8
SECTION 7: TOPIC 3 REFLECTING	9
SECTION 8: CONCLUSION	12
SECTION 9: REFERENCING	12

SECTION 1: ABSTRACT

Academic writing requires a structured, focused and clear backed up by evidence it intends to add to the reader's intellect. The style of writing is formal tone but not complex. It does not need long sentences and complicated vocabulary.

The top 4 main types of academic referencing styles are MLA (Modern languages Association), APA (American Psychological Association), Harvard, MHRA (Modern Humanities Research Association) system. Harvard Referencing is a parenthetical author-date reference system from Harvard University and was first used in the 1880s by a zoology Professor.

University students use academic writing, lecturers, post-grad students, and scholarly publications to write journal articles, essays, research papers, thesis/dissertation, research proposal, and literature review.

Academic writing strengthens you as a writer to potentially get the best grades you can and the skills you can take to your workplace. It is crucial because it is the most fundamental level. It is about taking your ideas and thoughts then arranging them to be logical. If your Ideas are

convincing and powerful, these thoughts can become thoughts of others.

SECTION 2: INTRODUCTION

This Academic Report reflects my studies in the module. I will be writing about three different topics of my choice. I will be using the CARL model of reflection to reflect on my learning experience in this module. The CARL model of reflection is modified from a job interview technique where I would have to structure each of my answers according to the model's different aspects. CARL stands for Context, Action, Results and Learning. (according to The University of Edinburgh, 09. November.2018) The topics I will be covering in this academic report are Time management, Public speaking and reflection.

SECTION 3: REFLECTION MODEL

There are different types of reflection, for example, Superficial (descriptive reflection) non-reflectors, Medium reflectors (dialogic reflection) and Deep critical reflectors (critical reflection). (According to my lecturer Barbara, 4. November.2020)
Reflection in general includes 'reflective thinking', 'reflective learning' and 'reflective practice'. This is

needed to demonstrate self-direction, keep on advancing your knowledge and understanding, and develop new skills to a higher level as a student. (According to OpenLearn, n.d) A Reflection Model is an organised procedure used to guide personal and situational analysis and improvement—models of Reflection, also known as Frameworks of Reflection. There are many different Reflection models. CARL model of reflection, Gibbs reflective cycle, Kolb experiential learning, Boud's triangular representation, Johns Model of Structured Reflection and Atkins and Murphy model. (According to Margaret Rouse, Kate Brush, 31. March.2020)

SECTION 4: ACADEMIC AND EMPLOYABILITY SKILLS?

Academic skills have fundamental academic knowledge, especially in Math and English language arts today, problem-solving, and IT skills. Critical thinking skills come in handy in the workplace for employee adaptability as a professional problem-solving skill are essential now from two years ago.

SECTION 5: TOPIC 1 TIME MANAGEMENT

The first Topic I will be reflecting on in this Report is Time management. my lecturer gave two tasks to all the students at the beginning of the semester. The first task was an individual presentation about our future careers, and the second task was to write an academic report. We had ten weeks to complete the task the presentation was due in week nine.

The knowledge I have received about time management in this semester has been helpful. I only knew the basics to time management, that time management is essential when studying or learning new skills. I did not know about the Eisenhower Method /Box. The Eisenhower Method is also introduced as an Urgent- Important Matrix. It helps to decide and prioritise tasks by urgency and importance, sorting out less urgent and main tasks that should either delegate or not be done at all. (according to Eisenhower, 2011-2017). To use this principle, I created a To-Do List then organised the tasks into four different boxes starting with the first box and putting in the 'Important and Urgent' tasks then moving on to the second box and putting in 'Important but not Urgent' tasks, the third box was for 'Not important, but Urgent' tasks and the last box was for 'Not important and Not Urgent' (according to

MindTools, n.d.). After doing that throughout the day, I ticked the boxes depending on what task I finished. I tried this time management method to organise my daily activities to keep an eye on my productivity in my day2day basis, and I came across another form of time management technique called the Pomodoro Technique as I would not say I liked the Eisenhower method as much. The Pomodoro Technique is a method used to break down any large tasks into short-timed intervals spread out by short breaks. It is a cyclical system, and I work in short sprints, making sure I am constantly productive. I also take regular breaks that boost my motivation and keeps me creative (according to Alan Henry, 07.

December.2019). This is the technique I used to make my presentation in Task 1. The five simple steps I used to create the presentation in a short time. I choose my task; then, I set a timer to twenty-five minutes worked on the task until the timer rang. Then, I put a check on my sheet of paper. I moved on by taking a five-minute break then ever fourth time I took a longer break.

Both time management techniques are very good for accomplishing a lot of tasks in a shorter period. But time management is very important in general

as it helps to be organised and not to be late in submitting schoolwork.

SECTION 6: TOPIC 2 PUBLIC SPEAKING

The second Topic I will be covering in this Report is about Public speaking. Within the first few weeks of the first semester, we were given a task to create a presentation of our intended career and present it to my fellow students and my lecturer. After we received the information that we needed to create the presentation, I started my research and followed the necessary steps to create a wonderful PowerPoint. I took the chance to practice my public speaking skills in front of my family members and friends as I was getting more and more confident in my public speaking. I realised that I could have structured my PowerPoint presentation differently to be simpler and easier to follow for my co-students and my lecturer when presenting. Nevertheless, I have learned from this incident, and next time, I will focus on the PowerPoint layout. I realised that if I had focused more on public speaking skills, I would have presented myself better; for example, I would have appeared more confident while presenting my intended career. But while reflecting on what I could do better next time in terms of my

public speaking skills is to practice more until I finally feel confident about talking about my chicken topic, I could have added more information on the presentation in terms of my PowerPoint. Public speaking skills are very important skills. Apart from being important in school settings, it is also important in the workplace and our private life. Effective public speaking skills can help with advancing in careers. They show creativity, critical thinking skills, leadership skills, poise and professionalism these are abilities required in the work industry (according to Dom Barnard, 18. August .2017). It is also the most effective way to get a message across it remains as one of the most effective ways to get a message across to a large crowd. Public speaking allows me to demonstrate my knowledge on a specific topic, most people would not give a speech in front of others, but it helps to show that I am an expert in my field (written by Ryan Mclean, n.d.)

SECTION 7: TOPIC 3 REFLECTING

As I have mentioned before, there are different types of reflection, for example, Superficial (descriptive reflection) non-reflectors, Medium reflectors (dialogic reflection) and Deep critical

reflectors (critical reflection) (According to my lecturer Barbara, 4. November.2020). Before this term, I only knew the definition of Reflection. It is a purposeful activity in which you analyse experience, or your own practice/skills/responses, to learn and improve (according to the University of Birmingham, n.d). The Superficial (descriptive reflection) non-reflectors are very basic, and some would say it is not a reflection at all, as it is largely descriptive. Nevertheless, the description should not just be of what happened but also about why it happened. At this level, Superficial reflection refers to an existing knowledge base, including differing theories but does not make any comments or critique of them. Medium reflectors (dialogic reflection) the person takes a few steps back to explore the emotions thoughts, assumptions and to check any gaps in the memories as it is a part of the problem-solving process. This reflection level is to make sense of what has been learnt from the experience and what future action might need to take place. The Deep critical reflectors (critical reflection) have the most depth, and it shows that the experience has changed the view. To achieve this type of reflection awareness of the relevance of multiple perspectives from contexts beyond the chosen incident and how the chosen incident has

an impact on other situations. (According to my lecturer Barbara, 4. November., 2020). In 1988, Graham Gibbs created a reflective learning cycle called The Gibbs' Reflective Cycle it has 6 stages. The first stage is called Description 'what happened'? is the question to ask the second stage is called Feelings' what were you thinking and feeling'? Evaluation is the third stage 'what was good and bad about the experience'? in Analysis the fourth stage 'what sense can you make of the situation'? Is the question asked? The question to ask for the Conclusion the fifth stage is 'what else could you have done'? The Action plan the last stage 'if it arose again what would you do'? (according to the University of Birmingham, n.d). David Kolb created Kolb's theory of reflection. It operates on two levels. It works on a four-stage cycle of learning along with four separate learning styles, and the combination centres the student's internal cognitive processes. The four learning styles are called Diverging, Assimilating, Converging, Accommodating. Effective learning happens when a person goes through a concrete experience then follows it up by observing the experience which leads to analysing the situation (concluding or learning from the experience), leading to active experimentation that means

planning or trying out what was learned.
(according to the University of Connecticut, n.d)
Reflection in the health care industry is critical. It allows me to recognise my strengths and weaknesses and use it to guide ongoing learning by reflecting on my self-directing skills, increasing my motivation, and improving the quality of care I provide. (according to Brighton and Sussex University Hospital, Western Sussex University Hospitals, Worthing, UCL Medical School, University College London, London, Royal Devon and Exeter Hospital, UK, 15. June. 2017)

SECTION 8: CONCLUSION

This Term has been beneficial in terms of teaching me important skills for the workplace, but every Topic that I covered in this Academic Report I have known a little bit about. What I have learned in Topic 1 and Topic 3 has made me think and see situations differently. Topic 1 especially has helped me plan future assignments ahead and organise myself, so I would not rush before submitting my work. This would help me with future tasks not only for my education but also in my workplace.

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