



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
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REFLECTIVE REPORT OF MY ACADEMIC AND EMPLOYABILITY SKILLS

Module: Academic and Employability Skills, BMSW4001_LON.

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INTRODUCTION

The aim of this report written using Gibb's model of reflection, aims to reflect on my knowledge and learning on skills taught in Academic and Employability Skills Module. The skills which I chose to speak about are; Time Management, Academic Writing, Reflective Writing and Analytical Thinking. I will be giving a brief description of the four skills chosen followed by sharing my feelings and at last, reflecting on my knowledge of each of them.

DESCRIPTION

As a student of University of Wales Trinity Saint David, I have been asked to write a report of my own understanding and knowledge which I have gained about four or five skills.

The skills which I chose to explain are;

Time Management, a skill allowing you to carry from academic to employability and personal tasks or activities helping you to go through the challenges or difficulties on our daily basis in a more organised way. Examples which we can use to improve our time management shown in this module are 'To Do List', 'The Eisenhower Method' and a 'Weekly calendar'.

Academic Writing, a skill used to present real and clear information, in an appropriate and structured written form. The most common ways where we can find academic writing can be in reports, dissertations, assignments or exercises for example. There are some examples of Academic Writing tools which I have learnt in this module such as Summarising or Paraphrasing.

Reflective Writing a skill used to reflect your own self while analysing and writing about situations or information provided. For this report we have used Gibb's model of reflection, a good example of what Reflective Writing is.

The last skill I chose is **Analytical Thinking**, a skill to solve and think about facing or going through problems or difficulties effectively being logical.

FEELINGS

What I felt when our lecturer asked us to write a reflective report, I did not understand completely what it meant by 'reflective'. Although I had had to write reports previously, this reflective report was something new and interesting at the same time.

After a while, I understood that out of all the other assignments which I needed to do, this one was for me, the most interesting to write about.

On the other hand, at the beginning I felt like it would be the same sort of report as we did in first term in the same module. However, after some feedbacks and following our online classes whilst checking and analysing what I wrote till days previous to the submitting date, I found that the interest and concept of this report was much more different than the previous one.

What is more, the first attempt to write this report failed as lack of knowledge and misunderstanding from my side.

However, thanks to this report, I am sure I will feel more comfortable to write other reports in a future.

EVALUATION

What was good about what I learn, was to understand on how to write this report reflecting on the skills learnt. However, there were misunderstandings and doubts about how to begin and how to proceed.

Choosing the skills was not as easy as expected as normally, because I had so many different ideas.

There were challenges when researching about the skills chosen, although I was familiarised with most of them as I have previously learnt about them, I did not know how to reflect, how could I demonstrate I knew about each skill.

I consider that my knowledge and my reflection of my own self with those four skills, can and will improve after writing this report.

ANALYSIS

In this section I am reflecting on the four skills I chose.

Time Management.

I have learnt how to organise my daily routines without struggling leaving everything at last minute. I have used to be disorganised and not knowing where or when to start doing my daily tasks, having no schedule but lots of goals to accomplish by the end of the day.

After I realized that I was prioritising activities where I was wasting time and had lost almost half day, long time ago I started to analyse what were the issues on why I could not finish given tasks. I noticed that it was also affecting at my workplace where I was due to meet some requests and felt pressured as I was doing them rushing myself.

One of my previous managers noticed my struggle and recommend me a book and helped me out to know how to start writing a dairy and a notebook.

This book and the dairy helped me out to understand that managing my schedule, setting times to accomplish tasks and evaluate where I should have been investing more time, had a lot to do with organisational skills.

Consequently, when I started to study again and went over this skill in lectures, I was familiarised with it but learnt new tools which I could use. Those new tools which could help me even more were 'To-Do-Lists' (where I set daily goals or activities and its time to accomplish it) or 'The Eisenhower Method' (a tool which I am using recently to know where to prioritise).

See appendix 1 for an Eisenhower Method table of my own personal evaluation.

Learning about Time Management in this module has helped me go the extra mile with my time organisation, realising there were some activities where I was wasting time and were not important, just like at my workplace, my personal life but most importantly my academical life, as dedicating time to each of them was hard. However, I am happy with the good results which I have got as outcome.

Academic Writing.

I have learnt that this skill allowed me to know how to give clear information and structure when writing assignments, exercises or even professional emails.

At the beginning, I did not realise that having structure could help myself being understood by others and give better impression.

When we covered this in our lectures in this module, I understood that there were many factors affecting my writing which were not appropriate, and mainly academic ones.

Overall, I had an idea of how much this skill made me improve not just in academic matters, but also in professional ones, as I put into practise different tools explained in lectures which I could use also at my workplace when writing emails, for example. Those tools go from my Language (knowing which words to use depending the situation), Summarising (summarise of the ideas which I want to give without giving long explanations, this tool has helped me out to study, for example) and Paraphrasing, which has helped me also studying or doing assignments without being afraid of plagiarism.

An example of a summary I wrote about what was taught in one of our lectures:

"Today was an introduction section of what we are going to learn such as employability skills; time management for example. We also learnt about 'RAC' (Record, Analyse, Change). We also went through and talked about cover letters and CV'S, how and what to expect from each job description and to be aware if we are able or not to apply in depending job positions".

In conclusion, Academic Writing skills were good to learn as now I feel more comfortable when writing assignments, exercises or study, but also helped me at my

workplace and my personal life, as English is not my first language, but thanks to it I noticed how much I have improved.

Reflective Writing.

Reflective Writing skills were harder to learn for me. At first, I thought I was not familiarised when we covered this in our lectures.

First thing coming to my mind when the word 'reflect' was said my own reflection in a mirror, and that was when I understood what it actually meant by reflective writing, writing about something you feel, problems or situations, and then, analysing it.

As someone who writes her own personal dairy, being reflective was one of the most important key points to keep in mind while writing as I needed to analyse myself, and it was hard for me as I was always scare to completely open up even writing in my own diary.

As taught in my lectures and something I found interesting also to learn is that there are three models of reflection, John's, Borton's, and the one we needed to use to structure this report, Gibb's model. The most interesting to learn about was Gibb's model, as it was an exciting process not just to know how to reflective writing, but how to write this report using his model.

I learnt that being able to be reflective, academic and personal wise has helped me to improve my reflective writing skills, as if you are not hundred per cent honest, it is hard to obtain this skill. Indeed, I believe I will keep researching about this and my knowledge and techniques will improve.

Analytical Thinking.

I consider that what I have learnt about it was good because I did gain other skills and abilities at the same time and it helped me a lot for completing assignments for example, or how to manage situations at my workplace such as how to face decisions about firing people, for example.

I understood that Analytical thinking is a skill which was not easy to learn. As the word itself, being analytical is being logical and decided when thinking about something.

It has made me understand that I cannot solve any problem without analysing situations which I am going through step by step, as I tend to jump to conclusions easily, without previous analysis.

One of the abilities which Analytical Thinking and Time Management had in common and taught me to develop, is the ability to be more organised. Firstly, because not doing so was not allowing me to understand how to carry on with my research to learn and practice either both of those two skills, and secondly, because the more I wrote and research about this particular one, Analytical Thinking, the more related I felt.

Concluding my reflection about this skill, is that thanks to Analytical Thinking skills, there are other skills which I gained, mainly related to problem solving, those go from (as mentioned before) organisational skills, researching, analysing or communicating.

CONCLUSION

What I could have done more while writing this report is reading about other people's reflective reports, analysing how they write, how they express themselves and what others feel they should go into detail or not, as it could have been a bigger guidance for me.

However, as the topic which I needed to reflect on was from the skills which I have been taught in this module, I thought it was interesting how I reached my goal on writing this report based just in how I thought was the best way, as it was a good way to understand how this report helped me not just to reflect in those skills but also how to be reflective with my own personal life.

ACTION PLAN

If I have to do this report again, I would have not changed the way I wrote it or either how I expressed myself.

Nevertheless, I would have liked to add one more skill onto the report, which was Critical Thinking skills, as it was also a skill interesting to reflect about.

However, I am happy with my results on this report because it was hard for me to put all my ideas together in less than 2500 words, but by using one of the tools which I learnt thanks to this skill, summarising, it was possible. What is more, each skill which I reflected on, was useful to carry and write this report, this is one of the reasons why I chose those four skills at the end.

CONCLUSION

In this report I reflected on four of the skills which I was more comfortable and learnt in this module. This report has also helped me to understand how to write a reflective report and I will use it as reference for my future academic, employability and personal life.

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APPENDIX

Appendix 1: My Eisenhower Method Table.

	URGENT	NOT URGENT
IMPORTANT	- Writing and finishing exerc. - Call GP - Research about assignments (deadlines) - Change bulb - Eyes check ^{judge downs.} up	- Call my families - Learn about booking cheap flights - Italian Review grammar.
NOT IMPORTANT	- Laundry - Buy new folder - Copy of my key shop	- Ordering food online and other items