

Module Code: BMSW4001

Academic and Employability Skills

Assessment 1: ACE Practical Portfolio

(Task 2: Report)

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Introduction

Making learning a more aware activity is part of being a reflective learner. It helps him to become an active learner by encouraging him to ask questions and think critically about his ideas (Resch, McCune & Kapoor, 2021). To become a better student, he needs to understand the learning objectives and recognize the importance of learning because academic and employability skills are vital in today's competitive job market (Kapoor, 2017). After completing this module, this reflection examination will improve my understanding. In this report, Gibbs' Reflective Cycle has been used to demonstrate some of the concepts that I've learned and to assess the effectiveness of the learning and its application in my academic and professional life.

Gibbs reflective Cycle

Graham Gibbs established the Gibbs' Reflective Cycle in 1988 to provide a model for learning through experience (Resch, McCune & Kapoor, 2021). The cycle consists of six stages: 1. Description of the experience, 2. Feelings, 3. Evaluation, 4. Analysis, 5. Conclusion and 6. Action plan.

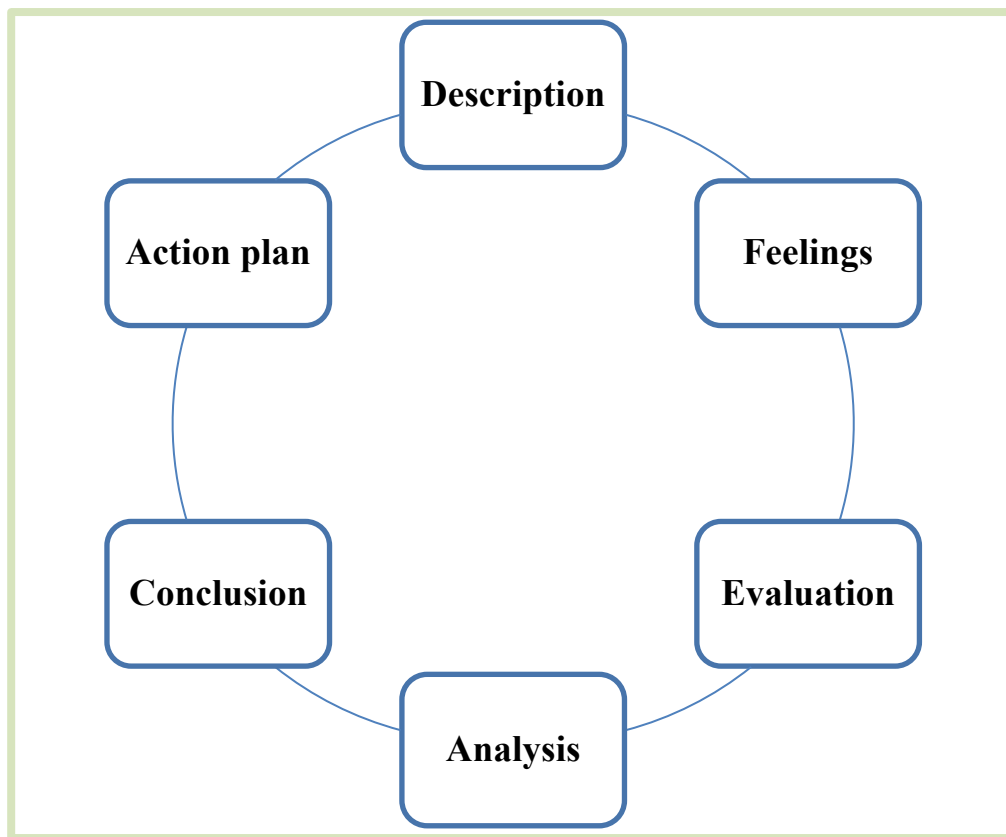


Figure 1: Gibbs Reflective Cycle (Resch, McCune & Kapoor, 2021)

Because this module is specific and clear for explanation, interpretation, and assessment of the experience for realizing and study the consequence of the experience, I will utilize Gibbs' reflective cycle to construct my reflection on this particular component.

Selected Topics

The main goal of this assignment is to examine my learning cycle with a few key topics to assess how successful my learning process is. Time management, summarizing, reflection, and public speaking and presentation are the four themes I've picked. In the following sections, I will go through these issues in depth while including the learning cycle.

Time management

The strategy of managing and organising one's time so that it can be divided between areas of activity is considered as time management (Alay & Kocak, 2012). This was my idea about time management before taking the course. After completing the program, I realized that managing time is more than just splitting time; there are numerous factors to consider when doing so. I've learned what I need to concentrate on and what I shouldn't ignore when it comes to time management, through my training and learning sessions. For example, I've learned that time management necessitates task prioritization, rational decision and task delegating, strategic planning, goal formulation, and effective task scheduling. It's a strategy for working smarter rather than harder. Time management allows me to get the most work done with the least amount of effort.

- ❖ Setting priorities is another crucial activity that I have just learned while managing time. Now that I've identified out what my most essential chores are, I can start working on them sooner and devote them my entire focus and efforts to get them done in a better way (Griffin and Annulis, 2016). This categorization helps me focus on the most important tasks.
- ❖ I've learned to organise my daily duties by creating a 'To-Do' List or 'Task Plan'. I can efficiently set my targets and goals by using 'SMART' goal-setting (Hendrawan and Daryanto, 2019). When it comes to planning, it's not always about following a precise schedule, but rather about making the wise decision of recognizing when the best time is to do anything.
- ❖ Another crucial aspect of time management that I used to overlook is distraction avoidance. Distractions such as mobile phones, social networking sites, and other forms of technology have cost me many valuable hours, and removing them from my calendar allows me to better execute my work and increase my efficiency.
- ❖ I was initially sceptical of the value of setting a deadline in time management, and as a result, I felt compelled to rush through my tasks in the closing minutes. Now I know how to

set deadlines and take responsibility for my work. Now I question myself how long it will take me to complete a task and establish a deadline correspondingly.

- ❖ Another important aspect of managing time is evaluating spent time, therefore I've started keeping track of my daily duties and auditing my spent time daily, usually every seven days. I keep track of completed work, time spent, and time wasted. The findings of each evaluation provide me with useful information, such as areas where I can improve and a significant improvement over the prior time audits.

To summarize, completing this project has considerably aided me in improving my time management skill and completing my everyday tasks.

Public speaking and giving a presentation

My understanding of public speaking and presenting was limited and incomplete. However, after completing this lesson, I have learned numerous techniques, strategies, and tactics for creating and delivering presentations with higher public speaking abilities. Public speaking and giving presentations mostly refer to making an oral presentation in front of a group of people, usually with visual aids, rather than simply speaking or delivering speeches (Janet et.al, 2017). It also entails exchanging ideas and questioning the audience through establishing effective and interactive communication (Güzel & Aydin, 2019).

Regarding public speaking and presenting presentations, I've learned the following ideas and tactics from my class:

- ❖ This session taught me how to engage an audience by using interesting visual aids and asking questions. After finishing this lesson, I learned that revision and practice are required to make the audience interaction and the public speaking draft effective.
- ❖ The course also taught me how to use chart maps, photographs, and video clips to maintain visual aids precise, complete, and interesting, as well as certain dos and don'ts to bear in mind while creating visuals or PowerPoint presentations.
- ❖ Including string facts, a humorous anecdote, audience questions, and fascinating quotations in your speaking notes, one can improve public speaking skills (Janet et.al, 2017). This training showed me how to blend these elements into my speaking or oral presentation.

Finally, this module has taught me the importance of speaking and presenting practice. This will assist me in reducing my anxiety by gaining a better understanding of the causes and intensity

of my anxiety (Aminullah, Apriliawati & Arifin, 2015). Practising will also help me gain confidence in public speaking, which is necessary to achieve the presentation's goal.

Summarizing

Making the original material shorter is what summarizing is all about. Before I took this module, I had this opinion about summarizing. However, after completing this lesson, I realized that summarizing entails more than simply condensing the original material; it also entails providing a brief overview of the text's important points in my own words. Furthermore, a summary is always shorter (Carenini, Murray, & Ng, 2012). This course has taught me what I need to think about and what I should overlook when summarizing content. For example, I've learned that I must present a clear, objective, and accurate review of the original material without copying text from the source and without overlooking any important points.

In terms of summarizing, I've learned the following ideas and tactics from class:

- ❖ This module taught me to consider the original text's aim, insights, and vital key points, which should be the same in the summary, and the summary must be precise, easy to comprehend, clear, and complete.
- ❖ This course has also taught me that summarizing does not imply critiquing or analysing essential points or information and that I should not copy and paste any section of the source, not even a single sentence.
- ❖ After finishing this module, I now understand the right steps and process of summarizing, beginning with understanding when to summarize, reading, breaking down the text, and selecting the main elements, and ending with producing the summary.
- ❖ I've also learned that after writing the summary, I should compare it to the original material and perform a plagiarism check or double-check to ensure that my summary is properly cited and completely original. The summary will be more reliable as a result of the double-check (Gupta et al., 2013).
- ❖ I have comprehended the significance of accuracy and a thorough summary procedure that includes proper citation, language, and wording. Summarizing is not the same as reading the source (articles, journals, or any other literature), but it is the short presentation of information, text, ideas, or arguments, therefore avoiding subjective or emotive language is required (Carenini, Murray & Ng, 2012).

Summarizing should be well-structured and focused on the most important points and objectives (Subedi, 2018). This knowledge of summary writing has allowed me to broaden my understanding of the topic and improve my ability in the future.

Reflection

We can use reflection to help us analyse and determine the purpose of our working and learning experiences. Personal reflection, I've learned, allows us to grow and is a dynamic and continuous process of genuine, insightful, and rational reasoning about the various components of experimentation and learning (Aminullah, Apriliawati & Arifin, 2015). Reflection is a collective term for the cognitive and emotive actions that people participate in to investigate their experiences and come to a fresh appreciation and understanding (Andrews and Russell, 2019). Reflection is a strong approach for meaningfully processing personal and professional knowledge. It improves context understanding, deepens understanding and shifts views.

In this assignment, I got to learn to use Gibbs' reflective cycle, and by doing so, I was able to comprehend what had occurred, how I was feeling, the good and bad aspects of the experience, the meaning I derived from the situation, what options I could pursue, and my plan of action, or what I would do if the situation arose again. Furthermore, it aids the student in enhancing motivation, self-learning, and assuring learning quality, all of which contribute to learning effectiveness (Healy, 2021). My lesson taught me the following strategies and tactics:

- ❖ While going to conduct a reflective practice, I have learned to examine my skills and cultural growth as a result of the particular experience, assess my classroom instruction, connect theory with practice, question my perceptions, recognize possible outcomes and options, try new strategies, maximize possibilities, and strengthen my learning.
- ❖ While I began reflecting on my various works and experiences, I adopted reflection strategies such as maintaining a diary, having an advisor who will figure out my accomplishments and inadequacies, using a notice board for reflective practice, utilizing a proficient learning experience, and undertaking action research.
- ❖ I agree with Gibbs that thinking on the learned experience assists one to better one's performance both at the occurrence and in the future. The Kolb Learning Cycle often referred to as an experiential learning cycle, is another useful reflective practise paradigm (Hendrawan and Daryanto, 2019). This module taught me how to use the Reflective Cycle.

Conclusion

Self-awareness is a key component of emotional intelligence, and reflective practice helps to develop it (French, 2018). It also makes examining and analysing what I've learned and the skills I've built easier by giving me a greater understanding of my capabilities. I will increase my skill growth and enhance my positive outlook by implementing a reflective learning structure into my learning framework (Miller, Biggart and Newton, 2018). Reflection assists me in deciphering the meaning and importance of lessons and tasks that provide guidelines for dealing successfully with practical difficult situations. To facilitate knowledge and capability development, this program has helped me greatly in my lifelong education and career. It will also aid in the development of my creative thinking skills and active participation in my career.

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