

University of Wales Trinity Saint David

Academic and Employability Skills

BMSW 4001

Assessment 1 – Task 2

Student Name: Andreea Gianina Codreanu

Personal ID: 2007751

Lecturer: Lloyd Beharry

A PERSONAL REFLECTIVE ESSAY

Andreea Gianina Codreanu

18 December 2020

Table Of contents

1. Introduction.....	page 3
2. The Gibbs Model (1998).....	page 3
3. Time management / Organising study.....	page 4
4. Public speaking and giving presentations.....	page 5
5. Online learning experience.....	page 6
6. Conclusion.....	page 7
7. References.....	page 8

1. Introduction

The aim of this report is to discuss and compare what my knowledge was before starting this module and what the course itself made me learn, discover and develop. It also demonstrates some of the subjects that I have chosen, and I will explain how they changed my way to deal with my responsibilities and how I am applying, or how should I apply them in my life day by day. The subjects are: The Gibbs Model (1998), Time management / Organising study, Public speaking and giving presentations, Online learning presentation.

In reflecting on these subjects, I will be using the Gibbs (1988) Model of Reflection

2. The Gibbs Model (1998)

Gibbs' Reflective Model is a simple 6 step process cycle that helped me to reflect on my experiences in the workplace

Those 6 steps are: Description, as the word itself says is providing and concise specific information and describes the situation.

Feelings, I will talk about them I will think about some of these questions being descriptive and not analytical, I asked myself how I feel in general, how this event made me feel.

Evaluation is making us ask in a positive or negative judgmental way about a specific experience. What went well and what worst.

Analysis: once we have been critical and feel that things went bad or well we start analyze the causes of action, in short this point try to explain the causes and consequences of things that happened.

Conclusion is when I've got to the end and I recognize the experience and ask myself what I could or should I have done differently in this situation. Basically, sums what we learnt from the previous experience.

Action plan is when we have all the answers and is the right moment to act and doing eventually changing something, making modification to be better prepared in the future.

3. Time management / Organising study

Time management is a method of planning in a best and efficiently way our duties, tasks, and personal interests in order of importance, in a way to be more organized and learning the way to prioritize the time of our mains responsibilities.

Doing so we will have more control of our confidence from a professional point of view and great opportunities ahead to achieve important career goals.

And the reason why I wanted to open this argument is because, one of my biggest weakness, is leaving everything at the last minute putting myself in a bad position and on a higher level of stress. Even when before I used to organized my time, I use to had often relapses, that's why is important to not under-evaluate time management and thank of what I've learned so far from this module my eyes were finally opened allowing me to not underestimate the importance of time management and be more capable to plan my time through a scheme, making me realize how nice, good and satisfying is the sensation to have everything under control and making me also feel a success person.

So, in conclusion I found my methodology of how to organize my time, thanks to the interesting skills that I have learned, for example the Pomodoro technique, an intelligent way to improve the study, in which consists of breaking up any work that requires a long period of time in small intervals with breaks between them without being afraid to lose interests. (Cirillo, 2018)

Setting a timer is the key to this technique, it helps those people that cannot be focusing on a task or on study for more than 20 minutes, after that our mind keeps being distracted doing completely different things without realize. Set an alarm and breaking the time helped me not to feel exhausted and to not spend a huge amount of hours on books.

This helped me to stay focused and being productive without procrastinate and without making me feel anxious and panicking how I used to be before because I was not able to manage my time efficiently, and I was doing everything at the last-minute.

Regarding of this lecture I feel that I have learned how to correct my behavior and the bad habits that can easily distract me.

4. Public Speaking

Another of my biggest fear that is well connected with Time management is something that I barely experienced because I never had the chance before, and that is: Public Speaking. Besides being a shy and insecure person, to speak in front of many people, is required a lot of work on, therefore I mentioned before is well connected with Time Management because to give a memorable and confident presentation needs a good quality of time and investment to be able to do a presentation in the most of comfortable way in front of an audience, and this is exactly what I've learned on this module.

So, before analyzing in what helped me public speaking let's take a step back on what public speaking is.

What I knew before starting this course is that Public Speaking is a form of acting, a live presentation technique in front of an audience that listens to you, and what you have to communicate to them.

So, we have the main person in front of other people who is using a speech and gets helped from his body language with a purpose of transmitting information.

Is very important working on this skill because in my case helped me a lot with my self-esteem, can be fun too given the many techniques adopted such as use of gestures, using humor (depending on what we will present) and can also be relaxing developing a relationship with the audience. The thing that caught my attention too, in this module, is to discover that I have gloss phobia which is a fear of speaking in public controlled by anxiety.

Training on giving presentations will give me more benefits for my persona and in my future career There are no secret on this lecture, you must practice that is the key. (Grissom, 2015)

The positive and efficient thing that can help us on a public speaking is making a presentation with bullet point that will help us to connect the words we wrote on the sentences that we already have in our mind.

5. Online learning experience.

Finally, I want to discuss and analyze one of the arguments very popular this year: Online Learning. Most people had to deal it more than before, during this tough time, especially students. There are some pros and cons about learning virtually. I will start with the pros and what I can say is that thank to the new modern technology we can have access on everything just by one click, on any platform, at any time, from any device that has access to internet data. It makes our life easier and our time more manageable, also from a scholastic and educational point of view, colleges, universities providing easy access to course material, classrooms discussions from the comfort of your own home or any other place you want to be. Learning online can be a very life saver for someone that has other commitments, or children or a very busy life schedule and, allows us to prioritize our job without denying our interest and willing to education. A great example is someone that is having a full-time job and it might be limited to attend classes face to face; another favor point is saving, not only time, but also money for transport costs to reach the educational building.

But let us look at the cons; precisely because we can have access all the time we can fool and distract ourselves easily, we underestimate the importance of our time wasting it on social media or material that tempt us to waste a lot of time, or worst being too relaxed in a way to procrastinate and leave everything at the last moment. An uncomfortable situation that should not be underestimated is that if the device accidentally breaks, we can lose access to all our personal data, and permanently lose them if we have not saved it somewhere else. (Tom,2017)

As a different fact it can also happen that view the great online surfing nowadays you may encounter network problems not allowing you to connect to the network and losing so your online classes or course. As I mentioned they might be loads of pros but also, we have cons as a request of more work effort that you must put and this is not really a problem, but it might be required a well-controlled self-discipline from us, so the tricky part which we must pay more attention is the time management skill necessary to stay focused and on top of the work. Other cons can be, not building any relationship with our commutative/group in an online environment and this can be hard or bring us in awkward situations once we meet in a real life.

From my point of view, I will always prefer to attend classes in a traditional way because it is a different process and a healthy method for our brain being around and interact with people by talking, using the body language, using our eyes instead of doing everything virtual which can be tiring and experiencing fatigue pushing the brain too much with too much information. It's absolutely true that it's fast, easy, convenient and practical having access from everywhere you want but from a healthy point of view is not good to be locked up and staring in front of the screen for many hours and this is one of negative aspects that I've experienced during online learning, because I can distracted easily from objects in my room or around me, and after 4/5 of staring in front of a screen, doing online lesson the only things that I want, is getting myself rid from that screen, or any technological device that I have around because it drains me, and sadly once the lesson is done, the way to upload and communicate with teachers will be most of the time considering that not all the universities provide books.

6. Conclusion

What I want to say and emphasize, like a final touch, trying to not be repetitive is that I'm super excited that I've chose this course because opened my mind and allows me to access on a big portal of information and knowledge. Doing this course and analyzing all these topics, my ideas become clearer and it gives me the push to focus more on my personal growth; was helpful and has taught me many interesting and precious things that I will treasure, and I will apply and appreciate them in my future career. I have been taught how to write a professional essay in an academy format in a way to sound more professional and attract attention to successful people or circumstances, I also been taught the importance of commitment and work on myself by preparing and organizing in my time in the best way.

I close by saying that even if it was sometimes challenging and difficult to keep up, it gave me a lot of satisfaction and was very beneficial to me having the opportunity to learn these skills.

References

Black, R. (2018). "Glossophobia (Fear of Public Speaking) Are you glossophobic?"

Cirillo, Francesco. "The Pomodoro Technique (The Pomodoro)" (PDF). Retrieved 30 December 2018

Gibbs, G. (1988). Learning by Doing: A Guide to Teaching and Learning Methods. Oxford: Oxford Further Education Unit

Grissom, J.A; Loeb, S., Mitani H. (2015) Journal of Educational Administration, Armidale

(Tom, November 29, 2017)

<https://www.google.it/amp/s/www.petersons.com/blog/5-disadvantages-to-consider-about-online-education/%3famp> [accessed December 13, 2020]