

Academic and Employability Skills (BMSW4001_LON)

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Introduction

Reflection is defined as the process through which students and professionals get to learn and increase their knowledge every passing day, believed that the use of reflective practice enables the students to develop, grow and increase their self-awareness. Models of reflection are usually encouraged as they provide a structure that can be used in the evaluation. In this report will apply the Gibbs Reflective Cycle in producing this academic report on my experience during the learning process of this module. It is a systematic way of looking at the stages one had gone through when they were going doing an activity, and it is cyclic in nature. This reflective model assumes that the results of the previous stage affect the next stage's actions. It starts with a description of the event in which the student experience. Then it progresses onto the feelings of the student towards the event. The next step in the reflective model is to provide an evaluation of both positive and negative aspects of the experience before providing an analysis with published literature. Lastly, the student is expected to provide a conclusion where they narrate the events and provide solutions on how they can be improved in future before developing an action plan for themselves.

The following is a report on my academic and employability skills based on my learning of the module. It starts with time management skills before venturing into academic writing skills. It follows through with the skills that the student learnt pertaining to public speaking and presentation skills. Lastly, also have provided an action plan to help them improve on their areas of weaknesses.

Reflection on the topics covered

The following topics were covered in class during the learning process of this module. This is the reflection of them evaluated using the Gibbs model of reflection.

Time Management

Description: Time management proved to be a skill that the students needed to possess during the learning of the module. This is because many learning activities required us to divide and partition our time well for us to get the whole learning experience. The learners had to attend the classes and also get time to attend to their teamwork where the candidates had various activities to carry out as a group, also had to make sure that will be completed all their given assignments, have time for personal studies and still perform other life-related activities (Cottrell, 2015).

Feelings-different feelings were elicited by different events: During the learning process. For instance, when the students were able to keep time and make sure to have either done a report on time or attended the classes well. However, when they did not complete some of the assignments, especially group assignments, It will be devastated as feeling/putting effort, in collaboration as a group.

Evaluation: The management of the time properly, improves the academic skills. For instance, will be able to attend all the group meetings on time, also punctual to class and never missed any lessons or come to class late. However, some students failed to schedule in some time for their studies which made them lag behind in completing tasks that were assigned to them by the team. Also, must have some of abilities as attention comprehension skills, synthesis capacity and coding skills. In this way since them start taking notes and organizing the content.

Finally , it is reviewed and corrected having ideas still fresh to use them with the group. That is why is so important the concentrate and write down notes.

Analysis: time management is essential in class and future activities in the employment world as well. In class and during group discussions, learning having good time management tools is essential to the success of an individual (Haasler, 2013). For instance, an individual needs to organise their daily activities giving priority in terms of urgency and importance to guide them on what to do first and what to allocate more time to. Having a time planner and creating a time table of what to do and achieve is also a sure way of being very good at time management (Vishnu, 2012).

Conclusion-in my stance as a student, I have learnt that time management is of the essence. I have been able to learn about the importance of prioritising my work and having a planner/time table of all the activities that I plan to do. These are the habits and skills that I need to develop further to be successful in the future. I have also been able to be very good at keeping time as I have a 100% attendance report.

Academic writing

Description-academic writing is important in school, especially in higher institutions of education as it is mostly used to write papers such as dissertations, book reports and research proposals. This skill was very helpful in producing written tasks such as presentations and reports for group assignments and class assignments such as essays (Pitan, 2016).

Feelings-academic writing brought about an environment of formality as this is the whole point of writing academically. It was also very interesting to engage in academic writing as it opened up my mind to research and new skills that I did not possess previously.

Evaluation-I was able to grasp the concept of formality which made the reports and assignments official. My good grammar also contributed to this. I was also able to use the correct point of view when carrying out my academic writing tasks which came out smoothly in both presentations and written assignments. They served the purpose of presenting the facts clearly and concisely. However, I was not very proficient in sourcing citations, especially secondary sources which was a problem as it made the whole process incomplete.

Analysis-according to academic writing sources such as books and journals; academic writing is divided into sections that serve different purposes to the reader. For instance, the introduction should be captivating to capture the interest of the reader (Menz, 2020). There should also be quotes, annotations of bibliography in between the texts and a flow of thoughts in between the texts. The presentations should also be concise and straight to the point. They should also have visual aids to help in making it interesting to the audience (Pitan, 2016).

Conclusion: in order to be a good student, need to be perfect in the academic writing skills must attain the highest level of achievement to proceed on the professional sector. This will help to cite and write recommendations and reports to the clients and employers. Also will make the work look professional and attractive to potential clients.

Public speaking and giving presentations

Description: the public speaking and presentation skills are essential when presenting finding and reports in front of an audience as well as when taking part in a group discussion with the team members. These skills are essential as they form a perception of how the audience thinks of you as well as ensuring that you have fully engaged them in your presentation and discussion

(Skoyles et al., 2019). It was necessary to formulate strategies which is enabled to learn these skills to get over the anxiety that came about due to being at the centre of it all.

Feelings: At first, the students are always nervous about the presentation of facts in front of their team members and front of the audience when it was the time to do so. However, as time progressed and the learning of the benefits of planning and preparing appropriately before the time comes to make a public speech or a presentation, it is good for the self-esteem to get boosted for the best results.

Evaluation: during the presentation is very important to be proficient of the use of visual aids. Also it has to be excellent to organise the structure of the presentation during the public speaking moments, The engagement of the audience is enough to make them feel like part of the discussion and get their views and questions on areas that needed to get clarification from. It is also important to keep the nerves in check during public speaking moments which makes it easier to make the points known to others. However, some scholars are unable to control their body language. Besides they are unable to employ good use of gestures during the presentation. Also, rushing through the presentation and becoming impatient with those who seemed to always lag behind in things that was already explained to them.

Analysis: positive thinking has been cited as the number one cause of good public speaking and presentation skills (Hendrawan and Daryanto, 2019). When a public speaker has positive thoughts, nervousness ceases to exist in them. Presentation skills also require one to have a good structure of presenting the facts as well as having knowledge on some of the tools used in presentation apart from the use of visual aids. Tools such as collaborative presentation tools and Zoom browsers are effective in presenting facts to the audience (Skoyles et al., 2019).

Conclusion-public speaking and presentation skills need to be empowered especially during the academic stance of the student as they make sure that they are prepared to present their finding and speak publicly and clearly on a given topic. In the future, they will be helpful in presenting facts to the clients and other stakeholders at work to ensure that they get the gist of the presentation.

Action plan

The following is the action plan for my personal development;

Task	Objective	Course of action	Metrics of success	Time frame
Time management	To be able to organise and prioritise my tasks of the day appropriately in terms of urgency and importance	Personal reading during my library time and free time as well	Improvements after some time of carrying out the reading exercise	1 month
	To be able to manage my time while making a presentation to the audience	Personal practice during my free time	Feedback from my team members and tutors	

Academic skills	To be able to source and include citations in my academic work	Taking an online course on academic skills	Certificate of merit upon completion of the course	3 months
Public speaking	To be able to use the stage appropriately and employ the use of gestures when making speeches	Practise during sessions with my team members	Positive feedback on the improvement of the same	2 months' time
Presentation skills	To gain confidence and patience while making a presentation especially with the slower	Personal practice during the remaining part of the module learning	An appraisal from my module tutor	3 months

	members of the audience			
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Conclusion

Since most of the career opportunities for today's students will require some form of postsecondary education. As student, have been able about the skills that are essential in the learning and employability stance in the future. In all the activities that are required to participate in such as attendings classes, working as a group, helping each other and sharing knowledge and presenting the assignment to the tutors which made it possible to evaluate the skills in the process. Some studies found out that there were some areas such as a time management, public speaking and academic writing play a pivotal role for the development of the world by educating generations after generations. It is necessary for the students to perform well.

Sometimes in some areas the students failed to meet the criteria needed for them to achieve their professional and academic objectives. As such producing an action plan that will enable them to learn more on the same and make themselves better for the future career and learning opportunities. It is vital for someone to carry out a personal analysis after some time for them to assess their progress and make use of the available time to improve their standing on their areas of weakness.

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