

Running Head: Academic and Employability Skills

Name of the Assessment: Academic and Employability Skills

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Task 2

Introduction

With the help of Gibb's reflection model proposed in the year 1988 by Graham Gibb's, I will reflect on my learnings throughout the module in this report. In this report, I will discuss the four topics and will use Gibb's reflection model to present my report. The very first topic of discussion will be the management of time or the organising of study. The second topic will be academic writing, in the third part, the topic of paraphrasing will be discussed and in the last part, I will discuss public speaking and giving a presentation. All of the above discussion will be done by using Gibb's reflection model.

This reflection model was introduced in 1988 by Graham Gibb's. There are six stages of Gibb's model of reflection which include, the description of the whole scenario from which a person went through and the experience they have by it (Cachia, et al., 2018). After describing the scenario, the feelings and thoughts of the person regarding the experience will be discussed in this model and then there will be an evaluation of the experience whether either it is a good experience or a bad one. After evaluation, analysis of the experience is performed and a conclusion is drawn based on the analysis of the experience. At last, an action plan is generated which identifies how the individual must deal with the same situation if it happens again in the future ever.

Time Management

Time management is one of the must-have skills. This skill is necessary for the people, with the help of this skill people can conduct their tasks and work properly and there will be no delay in the work and they are always able to meet the deadlines (Bhagra and Sharma, 2018). As a student, it is even necessary for me to manage my time to complete my assignments, HomeWorks and tasks within the defined deadlines and on time by properly scheduling my work.

I remember the time before my first job when I and some of my colleague were very late for the preparing and open our shop. And Shop should be open by 12pm but we were still struggling hard to prepare our food to be ready and we open the shop nearly 2pm. The situation faced at that time was very bad as there was too much tension that has to be handled and we were late to open the shop. I got panicked as the new joining job was about to start and I had to get prepared along with doing this.

At that time, I realised that my time management is very bad and I need to develop a skill of time management and must learn how to complete my job on time in the given time. Due to this situation, my health was disturbed and there was a sibilance in every life activity, I had to wake up till late at late. But at the same time, this situation enables me to develop time management skills for every task that I have to perform.

After experiencing and going through such a situation was able to understand and identify the mistakes which I was doing and which are letting to go through such situations and then putting pressure on me at the end of the time. Through the experience that I went, I realised that I must complete must do my all job on time and must manage my time properly to avoid any such situation again in the future where I had to perform different job at one time and which may cause difficulties to me.

In the class from my teacher I learn how to do the time management. She teaches "me eat the frog" technique. For managing different tasks like project submission and exam preparation, I must have managed a schedule and would do my tasks according to it. For this purpose, my projects must have been submitted on time and there should be no delay in the submission of my tasks. Also, I should have started studying for the exams from day one when the teachers started teaching the course and I should have learned my daily lectures. In future, if I ever face any such similar situation again, I will try to do my work on time by dividing it into periods and will accomplish every job in the given time and will keep my projects completed side by side with my exam preparation.

Academic Writing

Academic writing is defined as the detailed writing skill whose major objective is to provide facts and information about a specific topic that is required to be presented in the written assessment (Rowe and Zegwaard, 2017). Academic writing is a formal writing style used in universities. Once a task of academic writing was given to me by my teacher in the class and the writing was of summarising about the reflection of this course.

That was my first academic writing experience and therefore that was difficult for me and I was blank about what I should write in the given topic and also how I should write, what is the pattern or format of the summarising and there were many other questions and difficulties that I went through. After trying and gathering information from multiple sites I was able to understand that what I should write on this topic but the way of formatting the reflection was still confusing for me and also there was a doubt about the reliable information.

At that time, I was both nervous and excited, nervous because I was unable to get the topic and I have no clue about the information that has to be a part of the summarise and excited as I was about to explore and learn new things. The experience I had with this situation was both bad and good. It helped me to be able to learn a new academic writing style but at the same time, I faced so many difficulties in writing that summarising as it was my first experience.

Through this task, I learnt that how the summarising can be written and I also explore the ways by which I can collect reliable and appropriate information related to the topic. For any similar situation in the future, when I have to write any summarising, I will understand the topic first and then I will search the relevant information through authentic resources of data collection and will gather appropriate information and then will focus on the technique and style of the summarising.

Paraphrasing

Paraphrasing is defined as the way of delivering ideas or information from a different source in personal words and style in equal word count as of the original text (Osmani, et al., 2019). Paraphrasing is not only about changing words with synonyms and rearranging the sentence's structures. The actual meaning of paraphrasing is rephrasing a phrase or text significantly and also keeping the meaning and context of the text the same.

In paraphrasing, it is also necessary to acknowledge the source from which the text is taken by giving proper references (Sharifi, et al., 2019). In paraphrasing, I use multiple strategies which are my strengths. Before starting paraphrasing, I go through the data gathered several times to better understand the main topic of the writing and also to determine the objective of the writing.

I also make notes about the topic and gather material: search for the meaning of the key points and words and starts to write the sentences or phrases in my own words and style and also by being careful about maintaining the actual idea and meaning of the original work but transform it in my style of writing. In the class teacher show us how to use clause when I am going to write paraphrasing. I believe that was really helpful to write paraphrasing.

After paraphrasing the text, I use proper citations to give credit and to indicate the original author of the text. There are also some weak areas in my technique of paraphrasing and the areas where I need to improve my work. Weaknesses fall in the category of avoiding direct quotations and using wordy phrases. I need to improve my paraphrasing in terms of using direct quoting. I used to avoid the usage of direct quotations because I am weak in that area of

writing. I am working on my weaknesses in the context of writing and will overcome them in a little period.

Public Speaking and Giving Presentation

When I initially started to learn in this module, I was not confident about establishing communication in public speaking. Also my life first presentation I gave in online, it was a new experience too. Confidence is essential to speaking in public by online web cam. With the process of learning, I gained the confidence of taking part in individual presentations and online public speaking. My active participation in public speaking and personal presentations enables me to better focus on the importance of teamwork and maintaining mutual respect among team members.

Clear and sound engaging and particular skills of presentation, enables me to keep my targeted audience involved during my presentation. The development of this also helped me to identify the significance of analysing the needs of the targeted audience and also enable me to present the information and deliver my presentation in that manner. Presentation skills developed the knowledge of the usage of PowerPoint software (Cotronei-Baird, 2020).

That was online presentation that's why I faced some problem like; my classmate couldn't see me properly, they can't see my body language and eye contact. Also online sound quality not good enough.

It enhanced my skill of mixing slides appropriately to present the work more smoothly. My grammar vocabulary skills are also improved by both presentation skills and public speaking. I developed the ability to speak more fluently and properly by using appropriate grammar and presenting my work to the audience incoherent and rational manner. My writing skills are also influenced by public speaking. Now, I got the feeling that I can make eye contact with the audience directly when I am speaking and also now, I can involve and engage them in the presentation I am delivering. From my class teacher I get more knowledge and confidence.

Conclusion

It is concluded from the above work that I have been successful in developing and learning some skills during my learning process in the module such as the effective skill of time management. I have been also developed the skill of appropriate academic writing. The most significant skill which is developed or learned by me is the skill of presentation and the ability to speak with fluency in front of the audience.

It has been identified that these skills are essential for the development and growth of the students to use in future. These skills are necessary for both personal and professional growth and development. It had been a great experience for me to achieve the skills which are extremely significant for my future success. Paraphrasing helped me in properly performing this assignments and tasks also by working on the weaknesses I have in this skill set. At last I want to give many thanks to my teacher who gave me such a nice teaching.

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Task 1,

Academic And Employability Skills

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Student Name: Md Ariful Islam

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Name of the University: University of Wales Trinity Saint David

Date of Submission: 09 December 2021



Intended career plan

Become manager in a reputed company

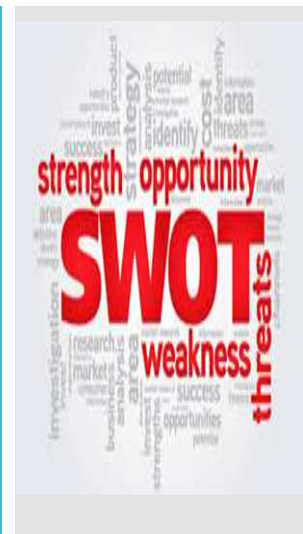
Academic And Employability Skills

Communication skills.
Self-management skills
Technology skills
Problem-solving skills
Planning and organising skills



SWOT Analysis

Strengths
Weaknesses
Opportunities
Threats



Strengths

My organising and teamwork skills are good. I can build great ideas with other team members and am also able to lead the team.



Weaknesses

I have no experience of quick decision making, and also problem solving in the work place I have got problem .



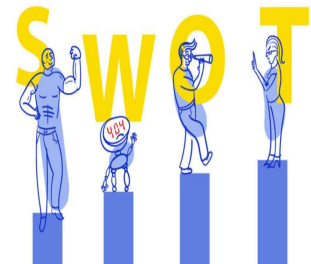
Opportunities

After finish this course I am now confident enough to grab all opportunities to get a better management job.



Threats

During the past few years, the problem of job-hunting and this factor may increase the competition for the job market including me to the desired job in the UK.



Personal development plan

Over the next 1 year, my personal development plans are going to show you on a slide.

What's the big goal?	What shall I do to reach there?	When do I want to gain this?	What kind of barrier will I face?	Review
1. Want to finish my level 4 University degree.	1. Finish my class test on time.	1. Finishing this course.	1. All about time.	1. What need to improve.
2. At the same time I want to improve my position in work place.	2. And in the workplace I will give them my best service.	2. I will try my best to get promotion.	2. Wait for the opportunity	2. Improve my self.

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