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Business Skills for the workplace***

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Table of Contents

1	Introduction.....	p3
1.1	Gibbs reflective method (1988).....	p3
1.2	My reflections of academic skills.....	p3
2	The reflective process.....	p3
2.1	Reflective writing.....	p3
2.2	Referencing.....	p4
2.3	Paraphrasing.....	p4
3	Conclusion.....	p5
4	References.....	p5

Introduction

This is a reflective report about my recent learnings in this course in academic skills module, I am going to write about my experiences in reflective writing, referencing using the method Harvard and paraphrasing, and I am going to explain how I manage to handle it and also how I will get better in the future;

I will be using the Gibbs' reflective writing method to develop my reflective report which is a structured framework based on six-stage process of reflection (Description, Feelings, Evaluation, Analysis, Conclusion and Action Plan), this method emphasizes the importance of reflecting on experiences to understand, learn from mistakes and improve future actions.

According to (Rodgers,2002) reflection is a process that allow us to move from experience to experience and get a deep understanding of those experiences; Reflective learning is not just the understanding of what went well and what could have been better, but also the process that can help us to understand why.

Reflective writing

I first heard about **reflective writing** at university in our academic skills class, our lecturer Sam showed us and explained us what reflective writing is and displayed us some methods that can help us to write our reflective report.

I was feeling a bit confused and stressed at the beginning about it as I never have written any reflective report before but when he provided us the information and explained us how the methods structure works, I started feeling relief as I understood how I am going to write it.

The process of the explanation was good as our lecturer Sam knows how to explain the topics in a way that everyone can understand easily the topics and cannot struggle in their writing; It was a good experience learnt about reflective writing methods because it's going to help me for my other assignments later in this course and even for work.

According to Gibbs who developed the theoretical model 'Gibbs' reflective cycle' in (1988) having a structure and order for a writing its easier and understandable than just write a text with loads of information. I found this method a bit challenging at first because I didn't know how to put my ideas in order as my experience with reflective writing is a bit limited, with a bit of practice and a better understanding of the different reflective methods I will get better.

I have learnt that using the method Gibbs' reflective cycle I can express myself more easily at writing and with coherence. I now understand how important reflection is in personal development and academic success.

In the future, I will use the method of Gibbs' to write my texts as it having a structure to follow with sections it makes it easier to develop the ideas of what I want to write.

In addition, I will put in practice this method to write my reflective report and future assignments.

Referencing

In our third week of this course the subject we have learned was about how to reference our work, it was actually the first time I heard how to reference, the method that our lecturer explained to us was the **Harvard Referencing** sometimes called the author/date system, where we had to add to the reference author's surname, year of publication, title of the book or article, and if it's a book it is the place of publication and publisher.

At the beginning of the explanation, I was a bit lost I thought I would not be able to do it in the way they showed us, usually I used to copy and paste from the website where I find the information but after the lecturer displayed how to write a Harvard reference step by step it was much easier to do it ourselves. Now I can say I can reference with the method Harvard.

I think learning the Harvard referencing method was a good experience, because by referencing we can demonstrate our work with evidence and feedback from experts.

I found this method good as it gives us more credibility in our assignments as it can show to our lecturers we have read different sources to support our topics and also we can create good marks. During this lesson we did some practises that were in the module page to learn properly how to write the references, it was a bit difficult for everyone when we were practising but we managed to learn how to write them at the end.

I learned that referencing our work helps to avoid plagiarism by making clear which ideas are mine and which are someone else's and helps the reader to find the information quickly with the sources provided.

For future assignments I will make sure myself to reference all my works as it will be more credible and easier for the lecturers or for other people to understand.

Paraphrasing

I learned how to paraphrase in our academic skills class, Sam explained to us that **paraphrasing** is writing the ideas of another person into our own words and when paraphrasing we need to change the words and structure but keep the same meaning, basically it requires altering both the words and structure but always provide a reference.

I felt confused because I thought paraphrasing was the same as paragraph, but I understood both are totally different. However, I now understood that paraphrasing helps to avoid plagiarism and allows me to integrate ideas more effectively into my writing.

Knowing what is paraphrasing it's a good experience as now I can modify a text with my own words but keeping the same meaning, using synonyms it is one of the best ideas to improve paraphrasing. Learning paraphrasing has been helpful, I can now paraphrase content using my own words and using synonyms is a key technic to improve my skills

I found paraphrasing a very effective method to summarise a big text or sentence into a short and specific one using my own words and demonstrates I have understood the idea and can communicate it clearly.

In conclusion, while I am not perfect at paraphrasing yet, I plan to keep practising to improve.

In addition, I will improve my vocabulary for a future assignment and be able to paraphrase properly using my own words and ideas and avoid plagiarism.

Conclusion

In conclusion, this module has taught me how to expand my knowledge in different aspects by using my academic skills and understanding every session of this module such as reflective writing, referencing and paraphrasing; I have written some of my experiences of this module and furthermore I am very grateful with my lecturer that helped me to understand every single skill session.

References

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