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Module Code: LCLM4001-Academic Skills (Feb 2024)

Lecturer -Tim Hopkins

Reflective Report

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Content

1 Introduction

Effective work in a group is important skills set so I can develop more skills, and effective communication (Colbeck al.,2000). I chose Gibbs (1998) to reflect on how I felt, what I thought. I will describe in this report about the note-taking skills, summarizing skills and reflection skills, how and what I learn from these lessons when the lecture explains about the reflection skills and expresses my knowledge.

2.1 Note – taking skill

Description-

In the class the lecture described why important skills are important, how they can be useful for me in the future. We also watched a video and examples of notetaking to keep a records of the main ideas (Kirkgoz,1995)

Feelings-

I feel notetaking is a way to prepare for any tasks, like interview, meetings or any other situations. I thought (Adkins & McKean, 1983). The students may be more capable of handling note-taking. I feel more prepared, confident and beneficial. Also have tendency to understand everything Ur (1984)

Evaluation-

My experience before was not very good; note-taking was not important for me, but the lecture explained why I must be prepared for the class. (Kiewra,1991) make me comfortable of getting most important point of the study and recalling content (Kiewra and Fletcher,1984)

Analysis-

Is useful in the future take-notes, writing or recording, specialize in listening (Roy et al., 2014). Note taking is among the most crucial tools that improve comprehension (Kobayashi, 2005).

Conclusion-

I could have read more books, magazines articles and more, be more achieve in the classroom and taking active to prevent in some studies (Oguz,1999; Cetingoz,2010) to have more information will reduce the stress level.

Action Plan-

(Olive. And Barbier,2017) I will try to make more notetaking and watch more videos and get into the habit. (Carrier and Titus,1979) is a useful strategy storage of information for my future.

2.2 Summarizing-

Description-

The lectures explained to us in the class about summarizing, and we also watch the video how and when to summarize, according to (Khatayut and Karavi in Cahyono,2015), summarizing is a main point of a text to communicate, is a form of paraphrase. (Hendrian,2013) you are using your own words-key points from chosen passage.

Feelings-

I feel that I can concentrate on the main point of the reading, (Frey,2003). I thought that the summary is for me to identify what is important by analyzing and evaluating information and memories of what I have heard or read.

Evaluation-

It was good to learning how to summarize from the books, articles, I have a little idea how to summarize, take main points from the studies is good to write a statement as a preparation for activities (Harmer,2004) I don't see anything bad to make a preparation for a lessons this summarize just prove my understanding of the contents.

Analysis-

It is useful to summarize, to take ideas and present, main points or elements identify the key points who, what, when, where why and how. (Tan,2022) for effective communication.

Conclusion-

I could try more read and watch the videos to identify main ideas. The lectures explain how it is good to use summarize and have understand. Writing is one of communication what we could use for a develop because this could be for academic practice (Indasari,2010).

Actin plan-

I will increase my watch more videos and pay attention to headings and subheadings read carefully important points and taking notes. According to Duke in Pearson in (Kitchakarn,2012) I will search through the text for the key ideas.

2.3 Reflection skills

Description-

In the class we had a disruption about reflection skills means thinking deeply about something, when we reflect, we consider our feelings, experiences, opinions and weaknesses (Dewey, 1933; 9). The lectures give us some examples of reflection skills. (Conway, 1994) what has been done, looking back and learning from what did or did not work.

Feelings-

I feel that reflective thinking is good for understand people and said or what I have read, it is generally believed the thinking involves two aspects: reflective thinking and critical thinking (Brookfield, 1987).

Evaluation-

It was good to learn about the most commonly - used model Gibbs (1988), is many different models which will help you through the process, but will be different section and headings (Borton, 1970, updated by Driscoll, 1994). I have a better idea of how the reflective learning cycle is as a plan, act, observe, reflect.

Analysis-

Is useful to know the reflection involves my own experience, normally to use the first person as me and in the third person (Smith 2009),

Conclusion-

I could pay more attention to this section in class when the lectures were explaining about Kolb's learning cycle. It could help me in education and everyday experiences Kolb's (1974).

Action Plan-

I will watch more videos and pay more attention when the lecture talks about it, read more, see the content, have more confidence in the future (Maughan & Webb, 2010). I need to develop myself for the future, my knowledge from looking back at experience.

Conclusion-

I have introduced the concept of reflective report, now I have better ideas what it is, and how to use reflective report in real life and how to be successful.

Reference-

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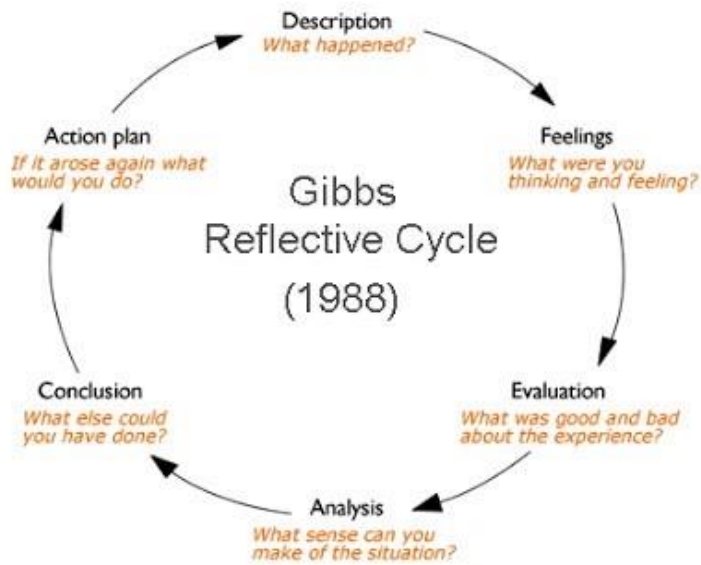
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Gibbs 1988-



REFLECTION 2

REFLECTION is purposeful activity in which you analyse experiences, or your own practice/skills/responses, in order to learn and improve

ANALYSIS - DESCRIBE THE THINGS OR PROBLEM

REFLECTION REPORT - IS USE MYSELF / ME

MULTIPLE PERSPECTIVES IN REFLECTIVE WRITING - USE WORK EXPERIENCE, PERSONAL, TYPES OF EVIDENCE

WHY IS GOOD REFLECT? - TO LEARN BETTER, AND MAKE IT BETTER THINKING

GIBBS REFLECTIVE CYCLE -

- 1 WILL USE - INTRODUCTION
- 3 SKILLS
- GIBBS MODULE REFLECTION, OPISAT GIBBS TO DO REFLECTION

WEEK 4 **TIA HOPKINS**

THE CRAAP TEST

WEEK 5
WEEK 8
WEEK 12

READ

1) CURRENCY - UP TO DATE
2) RELEVANCE - CORRECT
3) AUTHORITY - TRUST WISDOM
4) ACCURACY - FACTS CHECKER
5) PURPOSE - REASON WHY

WIT SA, INFORMATION

ACADEMIC MISCONDUCT TERMS

COPIRAT SINU STARU RACU - SELF PLAGIARISM

TAKE CHARGE - TAKE CONTROL
TAKE ACTION
TAKE RESPONSIBILITY
WELL INFORM YOU SELF

HUCZYNSKI, A. ARIEZ, ORGANIZATIONAL BEHAVIOR