



Academic Report

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1. Introduction

Reflection is a thinking skill, a crucial component of emotional intelligence; it's linked to introspection and a desire to a better understanding.

Analysing prior experiences to obtain new perspectives and understanding is a component of reflective thinking. It involves analysing your feelings, ideas, and behaviours, remaining in control of your emotions, and how they connect to decisions you make in the future.

Possessing this ability is essential and beneficial for learning, personal development and personal well-being.

Reflection is relevant to me to become self-aware, mindful and efficient.

In this report, I will reflect on Note taking, Paraphrasing and Reflective writing, while reflecting on these three topics, I will use the Gibb's reflective cycle model.

(Hull, 2024)

2. Notetaking

Taking notes means giving attention to something that is important.

To use our working memory, it is important to use the strategy of note taking while listening or reading to make information meaningful.

There are some methods as the diagram map (where you have the Topic, the main point and sub points), mind map (which is an empathy map, where you express your feelings using also your senses. Linear notes like short notes in bullet points, tabular note taking (is a technique used to summarize information that need to compare)

In the end we have Cornell notes (where you have the title on the top, some questions on the left side of the page, main key notes on the right of the page, and on the bottom of the page you have the summary).

(University of Wales, n.d.)

Concrete Experience

After discussing about all these methods of taking notes, in class we have done an activity, we have listened to a record about the psychology about motivation and procrastination, and in the meantime, we had to take notes, everyone using one of the models.

Reflective Observation

Before starting the activity I was excited to start something new, after, while taking notes, during the exercise, I was trying to focus and pay attention to the conversation of the recording, but I was also a bit nervous, almost overwhelmed, because the recording was fast, and understanding all the words was a bit difficult as well because I am not a native English, and writing fast is not something that I do every day, but overall was a new and positive experience, because I learned which are my weaknesses and gained new skills.

I think that was not just me having the same feelings during the activity, almost all my classmates were a bit maybe lost, or unsure which one of the models would work better and fast.

During the task given, I personally used the linear taking notes, but I in this case the Cornell method would have worked better.

Overall, I think this note taking experience was a challenging situation, that made me overcome my weaknesses and gained new skills.

Next time that I will experience the same task I'll try to pay more attention, be faster and write just key words using also the 5 questions who, what, when, where, how.

3. Paraphrasing

Paraphrasing means expressing someone else's idea in your own words, preserving the meaning.

Whenever you use information from a source other than your own, you must cite the source otherwise is called plagiarism. (Purdue University, 2024)

Concrete Experience

During one of the Academic's lessons what I and my classmates had as a task, was to read a paragraph and paraphrased it.

We use Paraphrasing to avoid first plagiarism, to clarify ideas and then to demonstrate we understand and contextualise the quote from other authors.

Reflective Observation

In fact, exercising on paraphrasing, was for me one of the most difficult things to do because my vocabulary is not that large and grate, so sometimes is not easy to find synonyms of words; my classmates as well were unsure on how to structure a sentence with the same meaning. Therefor to grow Self-confidence, I should as a next step learn more vocabularies to improve fluency of my thinking and my speaking.

What might be useful to do improve paraphrasing is to read more and look at some videos on You Tube for example to better understand.

4. Reflective writing

The last topic that we examined is Reflective writing.

Reflect is something that we all do more or less every day,

While reflecting, I like to make some questions organizing my thoughts.

The first question that comes often to my mind is what happened? Why? And what could I do differently?

Every time that some bed experience happens to me, I try to understand repeating the experience in my mind, I ask questions to myself and very often I give answers as well.

But I always leave space to myself to understand what I still don't know. (Academic Skills, The University of Melbourne, 2017)

Reflecting takes time and energy, means being gentle and patient towards myself and understand my fragilities and my strength.

Very often, when something bad happens, we all get overwhelmed and do not think clearly. But later on, when the situation gets quiet, and we are in our own peace, we start to think and analyse the situation from a different point of view; sometimes is good practise even talking with a friend asking their opinion on the matter and we will see and feel things differently.

Reflective Writing than it is important as well as thinking,

Is a chance to think critically.

Writing down my own thoughts, my experience and feelings, helps me to better see the key words such as wrong or right facts, helps me understanding if I feel comfortable, secure or otherwise

Concrete Experience

While experiencing the reflective writing activity, I used the Gibbs reflective cycle model, where after, writing the experience, reflecting asking questions and evaluating and analysing making sense of the situation, I made bad and positive conclusions, I tried to learn a lesson from the experience, and I made an action plan where I can improve my skills and experience.

Reflective Observation

In fact, after experiencing the reflective writing, which I personally do as I journal quite often; I started to think about my emotions and feelings, and being true to myself I felt better, because I learned a new skill using the model, which helped me thinking deeply

And what helped me more is gathering the information, ideas and thoughts in order to analyse them.

The lesson learned from this experience is that I should believe more in myself and knowledge that I have and trust my ability and strength being more confident.

5. Conclusion

Gibb's reflective cycle is a 6-step process to help to reflect on your experiences

The first 3 steps are focusing on analysing and the last 3 steps are focusing on how you can improve your experience for future similar situations.

Step1 is description (description of the experience), step2 is feelings (describing how yourself or other people felt), step3 is evaluation (evaluation of the experience, determining what went well or bad)

Step 4 is Analysis (you describe what you think might have helped the improve the situation) the aim is to find options available to you if you encounter any similar situation.

Step 5 is conclusions (time to draw conclusions)

Step 6 action (commit and act on your plan)

The purpose of Gibb's model is to provide a structured approach to self-reflection but as well as all the other reflective practices, there are advantages and disadvantages of using Gibb's reflective cycle.

Advantages:

- it provides a structure approach to experimental learning
- it is a simple model for individuals that are new to self-reflection

Disadvantages:

- it was developed as a generalized approach to reflective practice, so does not focus on specialised practice

In conclusion, using Gibb's method, it helped me reflect deeper on my experiences.

Reflection is in fact a relevant skill to use to become self-aware

and to find options available to improve similar experience in future.

References

(Academic Skills, The University of Melbourne, 2017)

(Hull, 2024)

(Purdue University , 2024)

(University of Wales, n.d.)