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Academic and Employability Skills

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Task 2(Report Writing)

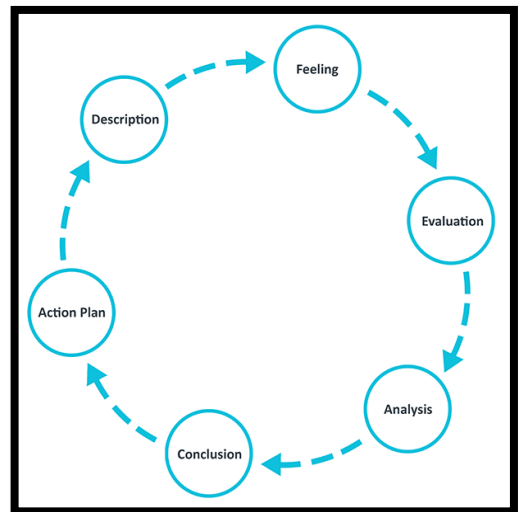
Introduction

In the learning process academic skills are necessary for securing better results. However, reflective learning is concerned about the learning system that is based on feelings, experience and compassion. An individual will have to be compassionate for learning the unknown things and have the capacity to bring out possible solutions in any difficult situation from the experiences that has been indicated in several models of reflective learning respectively. In this following report, Gibbs model of reflective learning, reviewing the previous work in this aspect and skills that are to be enhanced will be explored in respective manner.

Gibbs model:

In late 80's Graham Gibbs framed this cycle as a means reflecting learning process so that students can learn from their experiences in the past. As there are six stages in this model so every stage covers different aspects of learning and by the combined stages the reflecting learning is fulfilled. The six stages of this cyclic model is explored here.

- **Description:** This stage explains the elaborate explanation of the past experiences. In order to know the description in details there are some connected questions that are to be asked so that the exact situations can be recognized. Among them the noteworthy questions are concerned with when and how the incidents did occur and who are people that experienced that fact. The outcome that was generated from the experiences and eventually no conclusion is needed here (Gibbs' Reflective Cycle, 2021). In this same way, in the class I also try to follow this kind of cycle to identify the given tasks and then in the description of the submission all the details are there and then I along with my friends in the group act accordingly.



- **Feelings:** This stage concerns about the thoughts and feelings that every individual might have regarding the experience in the past. Basically, without feelings specific thoughts can't be generated. To understand this stage more accurately there are feelings relating the events, others feelings as well as the contemporary feelings on that can enlighten the situation. Even in my case while doing any kind of work I feel enthusiastic and with those feelings it helps me respectively.
- **Evaluation:** Evaluation is all about assessment of the experiences and it might come out both positive and negative results. In my academics I often evaluate the tasks given from the course teacher and then by evaluating that I try to accomplish that in the best manner.
- **Analysis:** Actually in this stage an individual like me can really understand the situation by evaluating some questions like why certain things occurred and why didn't. What lessons can be learnt from the past events. In this way there are certain things that make sense in this following stage (Raven, 2014).
- **Conclusion:** In Gibbs model of reflecting learning conclusion focuses on the epitomy of the overall learning and using it for the future prospects of the individuals. In this way I can also improve my way of learning and thus better results can be achieved by following this plan of actions.
- **Action plan:** In order to deal with the future problems with the same or different from the past experiences Gibbs learning model can greatly help to identify the inner similarities and differences and can suggest a sense of guideline by which different kinds of situations can be handled.

Reflection learning and associated literature related to it:

by reviewing the previously conducted literatures like journals, paragraphs, articles, conducted research ideas related to the research that will be conducted can be generated. In this way the research can recognize the area in which special focus have been through and the area on which further research can be conducted. In this literature review can assist in defining the work that will be conducted and thus will remain free from any kind of plagiarism. There are number of scholars who represented their ides through their respective works. To begin with the book in which it has been mentioned that reflective learning has to be facilitated in the higher educational level (Brockbank & McGill, 2019). It is because, since reflective learning is mostly al about



learning from experience and thus the adult students in different universities can have the scope to do well in such platforms.

Besides, a journal illustrated the concept of learning of the reflective mechanism. That means, an individual must have the capacity to express their

thoughts and feelings to be expressed deliberately. In this way, when ideas and feelings can be expressed properly then the learning process can be enriched through critical reflection (Hickson, 2016). In the professional level the concept of learning from experiences as means of reflective learning has been prioritized as it is considered as one of the core method of learning in reflective way. In this way, to secure higher education past experiences have been considered as significant assets (Raven, 2014).

In this segment, on the light of Gibbs mode of learning how it can impact on ly learning process and the skills that are necessary for a student to be successful in every sphere of life will be discussed.

Organizing study: In order to study a student like me get lots of time I it is seen from the very basic concept. However, it is not the same as it is assumed. Organizing study is closely related to time management. Time is a vital thing in everyone's life. It is time that never stops and still passing likes continuous waves in the oceans that never pause even for a nanosecond. It justifies the inner meaning that as we don't have the capacity to stop the motion of time rather we can make the best use of it. In this way, proper mechanisms are to be followed about the preparations of routine that to be followed in the entire time that has been considered before. Afterwards, apart from study other ties can also be utilized to learn the skills that can help in the long run. In this way, a student who has the capacity to make use of the time in the academics purpose and later on in the organizational level more can be saved to accomplish to carry more operational activities and thus more output can be added.

Summarizing: When the core theme of any descriptive framework is epitomized in short so that by reading the gist the main idea can be understood can be referred to as summary. Basically, summary is such a skill by which it can save many times if it is represented in the professional level. In order to summarize one must have proper and detailed idea of the concept. Without appropriate idea of the summarized information it is quite impossible to express the whole thing in short. In the Gibbs model of reflective learning the concept of conclusion represents the summary of all the stages and the lessons that are learnt from will be utilized for the future. Hence, in the examination I can also do well if I can write accurately on the asked topics and with this skill I can attain good grades by writing less than others (Summarizing to improve comprehension, 2012). So that I can get more time to answer more questions more precisely. Moreover, being appointed as a marketing manager there are number of aspects that will be needed to be summarized like marketing strategy, preferences of the customers, sales of the produced goods and services and so on. There is also plethora of techniques to follow the process of summarization. Depending on the scenario the best possible summary can be drawn.

Academic writing: The skill of writing in the academic arena so that in the exams and accomplishing various assignments a good impression can be secured in before the teachers can help me to secure better results. In order to achieve this skill I must have proper idea of the concept and the ability of evaluate and analyze will also have to be to

the point. Besides, with the help of Gibbs model of reflecting learning my level of knowledge has been enriched with the concept of learning from experience (Oshima & Hogue, 2017). In this way, by analyzing the past action of academic writing I have improved my writing skill by eradicating the loopholes. The way by which history taught us to behave and use the knowledge derived from the past. In the same way reflective learning of the Gibbs model also enhanced my level of proficiency in academic life so that it can help me greatly in my academics.



Online learning experience: The learning that we get from the virtual world by the uses of different technological tools like computer, internet, and mobile phone and so on can be categorized as online learning. At present in the pandemic situation most of the countries and its people have largely become dependent on the online platform. In the academic sector, the demand of online class, exams, and presentations have increased to a great extent. For that reason different applications have come forward to meet these criteria (Ha & Im, 2020). There are a lot of information out there in internet and the Gibbs model of learning helps to identify the materials that will help to improve my proficiencies in the respective sector. In case of online learning experience knowledge regarding IT can also be enhanced and thus in the professional level activities relating information and technology can be sort out smoothly.

Public speaking & presentations: This is one of the profound skills that can help any individual throughout the whole life. It can help in speaking about any topic in an extempore manner. Basically in the academic level the public speaking of the students are tried to improve by regular practice sessions in the classrooms and auditorium so that individuals get less nervous while speaking before a crowd. Besides, the presentation skill refers to the skill of speaking deliberately so that individuals like my own ideas and thoughts regarding any topic can be illustrated (Orner, 2018). In this way, the process of representing before others in a presentable way and making people believe to accept the things that are delivered can be refereed as one having good skill presentation. Thus, as a professional, better presentation can make myself one step ahead of other colleagues and thus I can add values for the organization in achieving competitive edge.

Conclusion

Reflective learning is a sustainable learning system and with this the lessons that are learnt can help any individual to sort out different situations. In this way, from the explained reflective learning the literature review of different scholars the skills like organizing study within a definite time frame, online learning, summarizing, academic writing and way of presentation can be learnt. Hence, in every aspects of my life this learning can guide me to determine the best solutions.

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