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INTRODUCTION.

The objective of this report is to reflect on 3 Academic skills using the Gibbs' model of reflection to share experiences gained while learning these skills. Gibbs' Reflective Cycle is well known for its model of reflection which are Description, Feelings, Evaluation, Analysis, Conclusion.

Reflection entails recalling the experience of a specific event and help to Analyse and evaluate the situation as they occurred (Funke and Bruce 2023).

Below are a brief explanation of the six stages of Gibb's model of reflection:

Description: It recount the experiences in an occurrence or a situation.

Feelings: This expresses in written the feelings or thinking at the very time of the situation or experiences.

Evaluation: It explains the good and bad of the whole situation, what was done right or wrong and what was done in the circumstances.

Analysis: What was logical about the experience or situation, what knowledge can give more clarity to the circumstances.

Conclusion: Explains lessons learnt from the experience and what could have been learned.

Action plan: In the near future, what will be done differently if the situation occurs again.

Description

Note-taking

Note-taking is a skill that uses different approach to make information meaningful. It can be taking in Diagram, Map mind, Lenear or Tabular form. I can confidently make an effective note with any of the types of Note-Taking form because we practicalize Note taking exercises in class.

Academic writing

Academic writing is characterised by structure, evidence, critical, precise, objective, which differentiate it from other forms of writing. We looked at other key point which is the different between Student academic writing and Expert Academic writing. Expert Academic writing is usually for publication in a book while Student Academic writing is use for assessment in the University or preparatory class.

Paraphrasing

Paraphrasing is writing another person's idea in your own words. I practice how to paraphrase in class with the Lecturer, changing words and forms.

Feelings

Note-taking

I felt confident to take notes after the Note-taking class with Anita, I found the Tubular form of note taking really interesting.

Academic writing

It was a great experience to learn and practise Academic skills exercises.

Paraphrasing

I feel at ease passing another person's idea as my work because I have learned to change words, forms and word order in Paraphrasing.

Evaluation

Note-taking

It was good to know the different skills of taking notes but the Diagram Note-taking is quite tricky to analyse.

Academic writing

Academic writing helps you to write a well-structured and presentable essay however avoiding informal writing is a challenge.

Paraphrasing

Paraphrasing is great because it gives wide ranges of options for your work nonetheless you are confronted with finding similarities of words which sometimes may interfere with your work not being clear or comprehensible.

Analysis

Note-taking

Note taking is the strategy way to make information meaningful, it's more important to take notes than the result.

'Note making is not just about writing down everything you heard or read, it is a process of reviewing and synthesising ideas from your lectures or reading' (University of Leeds).

Academic writing

In Academic writing, you are expected to write formally, avoid using informal expressions, include references.

According to the University of Sydney 'Academic writing is generally quite formal, objective [impersonal] and technical. It is formal by avoiding casual or conversational language such as contractions or informal vocabulary. It is impersonal and objective by avoiding direct reference to people or feelings, and instead emphasising objects, facts and ideas'.

Paraphrasing

Paraphrasing another person's idea you need to change the word and structure of the original form to suit your work with reference to the Author.

It means 'To state something written or spoken in different words, especially in a shorter and simpler form to make the meaning clearer' (Cambridge Online Dictionary, 2022).

Contraction and abbreviations in Academic writing should be eschewed instead a formal language is better.

Conclusion

Note-taking

I should have revisited the Moodle to revise severally for more in depth understanding of both class exercises and lecture note. Note-taking exercises are a great way to familiarise with, so reading several times would have made a huge difference.

Academic writing

All Academic writing have the following main features like structures, objective, evidence based, critical, balanced, precise and formal. Constant practice of all the Academic writing features would have broadened my knowledge of the topic.

Paraphrasing

To paraphrase in Academics, you must have a good knowledge of referencing the sources used at the end or citing in the text, practising reference exercises often aid good understanding of how to paraphrase right. I ought to have practised more of paraphrasing exercises.

Action Plan

Note-taking:

I will familiarise myself with the different Note-Taking skills in order to be more conversant with all the Note-Taking skills which comprises of Linear, Tabular, Diagram or Map Minding in the near future. Working Memory is another aspect of Note-taking I will be giving more attention to so I am able to fully understand the amount of information I can hold in one go.

Academic writing

The lecturer talked about a clearer, understandable and slang free writing while teaching Academic skill writing, I will practise writing with all the characteristics of Academic writing to have a work close to perfect.

Paraphrasing

When I am paraphrasing another person's work next time, I will practice more exercises, familiarising myself with words and synonyms, structure or changing words order without altering the meaning of the work. I will also learn more of Harvard referencing and citation.

In conclusion, using the Gibb's Model of reflection I have examined the experiences learnt in Note-Taking, Academic Writing and Paraphrasing.