

# REFLECTIVE REPORT



*MACIEJ OLESIK*

---

*MOHAMMAD RAHMAN*

## INTRODUCTION

The definition of contemplative writing. In order to do better in the future, it involves reflecting on prior experiences. It typically entails using models and/or theory to analyse, investigate, and explain what transpired and why. You should use scholarly terminology for this.

- It takes into account mistakes, worries, and strengths and shortcomings. When discussing observations, sentiments, and emotions, you can use personal pronouns like "I" and "We."
- It involves critically evaluating the situation, oneself, and frequently other people.
- What you are stating needs to be backed up by proof. This covers actions and words as well as their causes and consequences. As a result, it necessitates precise documentation of your ideas and occurrences.

*(Wilson, 2019)*

## ACADEMIC WRITING SKILLS

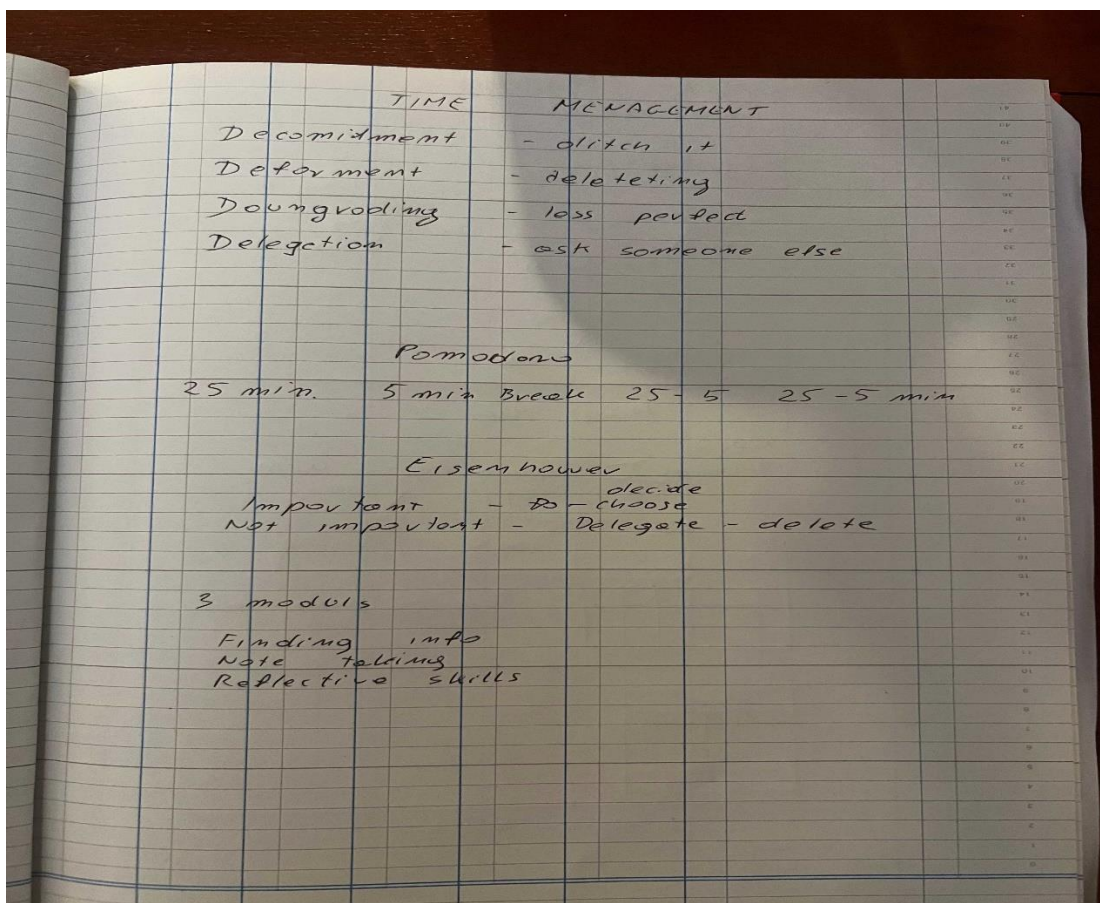
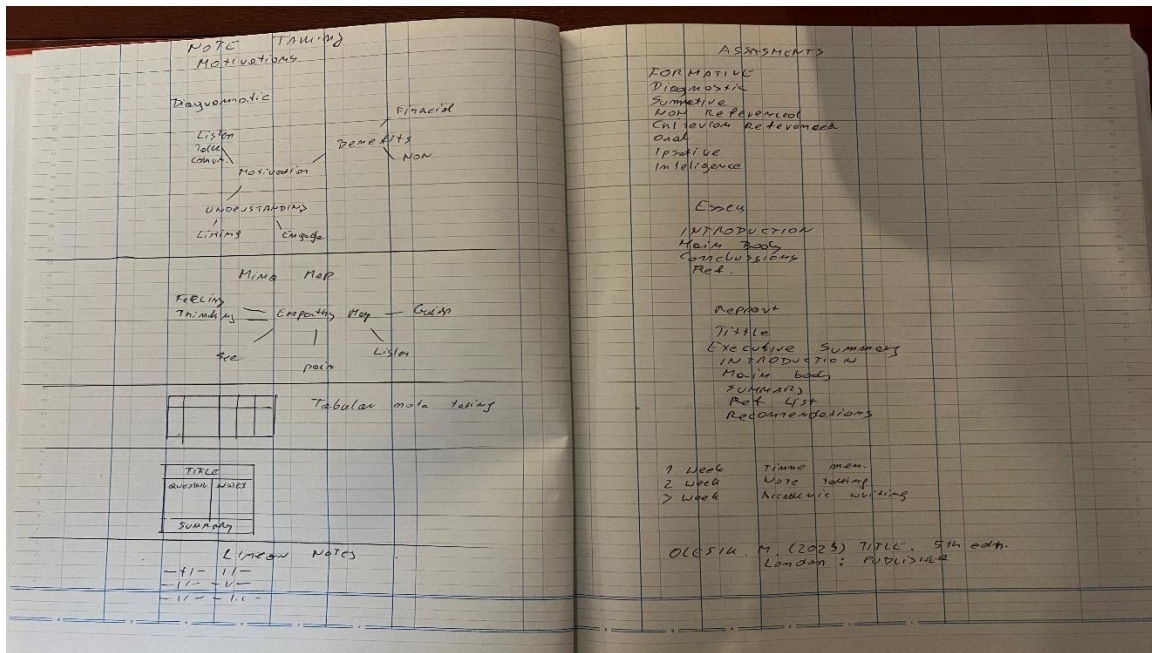
A potential format for writing reflectively. Reflection can be freely and unstructured expressed in certain courses, for as through a personal journal, learning journal, or design development narrative. However, tutors typically anticipate seeing writing that is well-structured. The four main components of reflection are typically as follows:

1. Introduction: the event, incident or topic.
2. Description of the event.
3. Cause and effect of the critical event. Do not write too much description at this stage.
4. Explain and critique what happened, what are you trying to resolve here, what you have learnt and how you would move forwards.

An illustration of introspective writing. Three components make up the following sample of basic reflective writing: description, interpretation, and outcome. The complete example is given first. It is then dissected and separated into the three sections. Complete example: Members of my team were given specific duties to complete. However, not every team member thought the duties were equally challenging. As a result, the sense of unfairness affected our communication. According to social interdependence theory, there are many kinds of groups.

*(Student, n.d.)*

Here is my Note-Taking examples.



---

## NOTE-TAKING SKILLS

Taking notes is an essential part of an active study strategy. Note-taking techniques are examined in this part so you can select the one that suits you the best. By refining your techniques, you can make sure that the time you spend taking notes is actually worthwhile.

You run the risk of "glazing over," which happens when your eyes scan the text without fully understanding what it says, when you read passively while studying. Information you have thought about and taken notice of, however, is much easier to remember.

By taking notes, you can:

Enhance your comprehension by forcing you to put complex concepts into your own words.

Get ready to write essays with more complex, cohesive arguments.

Improve your efficiency and concentrate during the exam revision period. As you progress, assess your own learning.

You can use any technique you like to take notes. However, be sure that your notes are succinct and direct. It is useless to try to write down everything; instead, your notes should focus on the main concepts and subjects that you have decided are important.

For many people, taking notes in two stages is advantageous. You jot down the main points of your notes first, then go back and organize, condense, and summarize them to make them useful for writing assignments or rewriting for tests. You can make connections between the ideas you have written down and prior study by going over your notes. It also aids in memory.

Look for a method that works for you. (The Open University, 2019)

---

## REFERENCING SKILLS

List all of the published texts, recordings, or films that you consulted for your essay.

A reference style is a set of rules for correctly citing other people's ideas, creations, and opinions. Effective academic writing requires referencing in order to avoid plagiarism and maintain academic integrity in your assignments and research.

It is necessary to provide the names of all authors, the year the work was published, the chapter or journal article title, the book or journal name, and the names of the editors if the content has been altered. The journal's volume and issue numbers are required. Page ranges are necessary for journal articles and book chapters, the publisher is necessary for books, and a DOI is necessary for books that are accessible online. for comprehensive guidelines on citing different types of texts.

The primary objective is to avoid plagiarism, but you should also provide credit where credit is due. It gives your own arguments, opinions, and assertions the weight of professional expertise and demonstrates that you have done your homework and read academic publications for your evaluations. It is an excellent academic practice and demonstrates intellectual honesty. Additionally, it allows readers of your work to read more or research material from your sources.

For your evaluation, always look for scholarly papers or articles and note the citing information that is required. An in-text reference is required each time you use non-original sources (sources) in your writing. A reference list at the conclusion of the work that matches all of the in-text citations is also necessary. Only sources that are cited in-text should be included in the reference list; any other sources that you may have examined but left out of your final assessment should not be included.

(Williamson, 2021)

## CONCLUSIONS

Contemplative writing is a reflective practice that involves analyzing past experiences to enhance future performance, emphasizing critical evaluation and evidence-based conclusions.

Effective academic writing also necessitates structured note-taking and proper referencing to uphold academic integrity and facilitate deeper understanding.

## REFERENCES

Wilson, E. (2019). On Academic Writing. *Journal of New Librarianship*, [online] 4(1), pp.193–207. doi:<https://doi.org/10.21173/newlibs/6/14>.

Student. (n.d.). *Reflective writing introduction*. [online] Available at: <https://myport.port.ac.uk/study-skills/written-assignments/reflective-writing-introduction>.

The Open University (2019). *Notetaking Techniques - Help Centre - Open University*. [online] Open.ac.uk. Available at: <https://help.open.ac.uk/notetaking-techniques>.

Williamson, P. (2021). Referencing Skills. *uq.pressbooks.pub*. [online] Available at: <https://uq.pressbooks.pub/academicwritingskills/chapter/referencing-guide/>.

