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Introduction

The process which can be used for the purpose of looking back at the experience which an individual had and learn from there is known as reflection. This will help a student to understand the areas in which the student are good and the areas in which development is required. Here, I will focus on the things which I have learned about time management, academic writing and paraphrasing. This will help me to analyse the things which I have learned about these topics. I will use Gibbs reflective cycle for the purpose of analysing the experience which I have along with the things which I have learned.

Gibb's reflective cycle

This model of reflection has been developed by Graham Gibbs in 1988. This is among the most effective models which can be used for the purpose of reflection. There are 6 stages of this model. The description is the first stage where the learner will be able to analyse the experience. The next stage is about the feelings about the experience (Wikström, 2012). Evaluation helps to analyse the good and bad about the experience and analysis will be able to help to focus on the reason for which the situation arises. The conclusion will be helpful to determine the learning and action plan will help to determine a plan which I will do if I have encountered a similar situation in the future.



Figure: Gibb's reflective cycle

Source: (Wikström, 2012)

Time Management

Description: Time management is the process of planning how the available time will be utilised in an effective manner (Williams and Reid, 2011). Because of the module, I have learned about time management, its importance, the process in which time can be managed effectively and at the same time what will happen if I was not able to manage time. Because of this now I have the ability to develop an effective plan. But the most important thing which I have learned here was about prioritising tasks.

Feelings: When I have heard that we will have the chance to learn about time management I was excited because in the past I had face problems because of this. While learning about time management, I was nervous because there were things that I was not able to understand. But at the end of this, I can say that I am happy and feeling positive as I have developed my knowledge about time management.

Evaluation: Although learning about time management was important for me but I had face problems and their things which have gone well for me. The things which have gone well for me include understanding the importance of time management, learning about the process which can be used for the purpose of time management and the process of allocating tasks. But prioritising tasks and developing routines were the two most important things which did not go well for me. But these two were important. For example, in the routine, I have allocated more time for a relatively easy task.

Analysis: Knowing about the reason for which things have gone well for me and gone badly is important for future learning. I knew that I have to lack in terms of time management and for that, it was easy for me to understand the importance of time management and the process which can be used. But in the past, I did not consider much about the importance of prioritising tasks. That problem exists while I was learning about time management as well (Crawhall, 2013). For example, I have focused more on playing than on studying and doing homework.

This has a huge impact on my ability of mine to finish tasks on time. Like that, I thought that developing a routine is a task but I was wrong about that. There I had to plan effectively but I have failed. If I cannot improve in these two aspects then I cannot manage time effectively.

Conclusion: From this, I have learned that prioritising tasks and developing an effective plan in the form of a routine is important in terms of making sure that an individual will have proper time management skills. Effective planning skill is important to achieve success in this.

Action plan: I will read books and research on the topic if I had the chance to take part in this type of task again. The development of a PDP will help me to improve my skills in this aspect and I will focus on that.

Academic writing

Description: The formal writing style which can be used in educational institutions and scholarly publications is known as academic writing (Nzekwe-Excel, 2014). In education life of mine, I along with all the student tried to do this but I did not know about or did not have knowledge about academic writing. I only knew the assignments which we have submitted is part of the academic task. But I did not know that is academic writing. From that perspective, it can be said that the things which I have learned about academic writing were new for me.

Feelings: As this topic was new for me, I was nervous about this and the things which I will learn. I was worried when I have realised that it is important to achieve success in academic life. But when I have started to understand the topic than I was relaxed because I think that at the end of this I will have this skill and I was right.

Evaluation: Knowing about the topic, getting feedback, responding in the class, understanding what the teacher is trying to communicate was the things that have gone well for me. That means these were the parts in which I was comfortable. But the problem started to arise when I was started to learn about the process in which I can write academically and the techniques which I will have to use. In the past, I did not think about these aspects and for that these might be caught. But now I knew about the strengths and weaknesses of academic writing.

Analysis: The research which I have done about the topic was the reason for which I was able to know about the topic better. I was attentive in the class and for that getting feedback and responding to questions which the teacher was asking was not hard for me. This was also the reason for which I was able to understand the things which the teacher was communicating. But

I was not able to focus on the things on which I should read and for that, I did not research the techniques which I can use for the purpose of academic writing (Donnelly, 2014). That was not the only reason for which I have faced problems in terms of understanding academic writing. I did miss classes when this topic was discussed and this was one most important reasons behind the problem. I had face problems to underhand the process for the same reason as well.

Conclusion: This helped me to know about the skill of academic writing and the process by using which I can do it. But if I had researched all the aspects of academic writing then it would have been easy for me to achieve success in this.

Action plan: I will make sure that the knowledge which I have gathered about academic writing will be used in a practical situation. The feedback which will be provided by the teacher will be used as the success criteria. I think in this process I can learn more about academic writing.

Paraphrasing

Description: The use of different words to ensure the clarity of a topic so that the aim of writing can be achieved and there should not be any types of plagiarism in paraphrasing (ZHAO, LIU and LI, 2019). Before starting the module I knew about paraphrasing and its importance. But this has helped me to develop an effective understanding of the process in which I can paraphrase effectively and how to do it with effectiveness. That means, I did have some knowledge about paraphrasing but the lesson which I have learned helped me to develop an effective understanding of the topic. I am grateful to have the chance to take part in this.

Feelings: Among the topic which I have learned as part of this module, I was confident and feel positive about it from the beginning. This was partly because of the reason that I did have some knowledge about the topic and at the same time, I knew that without having this skill I will not be able to achieve success in any of the academic tasks.

Evaluation: Gathering knowledge about paraphrasing, its importance and the feedback was the good things about paraphrasing. These are the things that I knew before the teacher started to analyse it. But in the past and during this module as well the things which have gone bad for me was focusing on techniques that I can use for paraphrasing. Apart from that, all the other things have gone well for me. But I am concerned about this because I knew that it is important in terms of achieving success.

Analysis: The past experience which I have, attending the classes and research which I have made was the reason for which most of the things about paraphrasing have gone well for me. As part of academic tasks, I did paraphrase in the past and I was successful in that. But I think that I am not on the right track in terms of analysing the techniques which can be used for paraphrasing. This is might be the reason for which I did not able to define and determine the techniques which I use for paraphrasing. Another reason might be, lack of focus on this aspect of paraphrasing. During the learning process, I did focus more on other things like the importance of paraphrasing, why a student needs to focus on it but there was a lack of focus on the techniques. The study materials were also insufficient as well.

Conclusion: I have gathered knowledge about the techniques which can be used for the purpose of paraphrasing. This was the new knowledge because apart from this, I had knowledge about the other things and for that those have gone well for me.

Action plan: I will research more on the techniques of paraphrasing. For that, I will borrow books from the library and at the same time, I will focus on free access to online authentic sources. This will help me to improve this skill of mine.

Conclusion

Time management, academic writing and paraphrasing are the three most important skill which can ensure whether I will achieve success in the academic life of mine or not. That is why I have chosen these three topics for analysis. I had knowledge about time management and paraphrasing in the past. That means I have improved these two skills of mine. But academic writing was a new topic for me and the things which I know about this is because of this module. The use of the Gibbs reflective model was helpful in terms of analysing the experience and gather knowledge from that.

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