

Academic and Employability Skills

Chiciuc Cristina
Student Number: 2023334

Lecturer: **Molly Jack**

Table of Contents

Introduction	3
Time management	3
Academic Writing	4
Paraphrasing	5
Summarising	6
Conclusion	7
Reference list	8

Introduction

Gibbs model of reflection was introduced in the year 1988 by Graham Gibbs. Gibbs model mainly helps to provide a structure from the experience to learn. Gibbs model mainly helps to get the knowledge about to examine the experience as well as the cyclic nature of itself. Mainly Gibbs models cover six stages of the like plan of action, conclusion, analysis, evolution, feelings and description. This model also helps the individual to face every situation in their life cycle which they are facing every day. Gibbs mainly focuses on the repeated situations. The study also tells that the Gibbs model is commonly used in the health professions. Gibbs model is very much clear about the ideas so that every individual or group of the team can examine their practices, as well as they, can make sense of their experience.

Time management

I used the Gibbs model for time management because it will help me to guide in an effective structured way. The subject (Gibbs model) will also help me to keep my focus on my time management skills.

When I was in college and my placements were going on I faced many difficulties to manage my time. I found the solution that I was desperate to take many jobs at one time and I was getting confused as well as frustrated because it was my peak hours (Li and Barmby, 2021). That was the time when I followed the Gibbs model where it was clearly mentioned that practice made everyone perfect from that time I used to practice as well as repeat all my works as it helps me to make myself feel more confident about my work. There are many ways as well as techniques for time management:

- Smart goals- Gibbs model helps me to manage as well as setting goals it also helps me to set a particular direction on which path I will follow to reach my goals easily by setting techniques. The idea of smart goals is very simple. It helps me to be specific, relevant, achievable as well as measurable (Elzubeir and Dye, 2017). Moreover, it also helps me to be time-bound so that I could achieve my targets in a particular period.
- Kanban board- Kanban means signboard or billboard. This word came from Japan. It helps me a lot because I can read important notes as well as it helps to visually show me the progress of my goals. Today many big companies are following this Kanban board method which supports the software. By this, they can also visualise their company targets and what is their progress (Alaidaros, Omar and Romli, 2018). I normally used to draw

many many columns on the board so that I could be specific about my goals. The column mainly looks at what types of things to do, specific time for each job or work and lastly over all time periods of completing the job. All this technique which I used to do came from the Gibbs model. It really helps me a lot for the progress in my life as well as at my work.

Academic Writing

Gibbs model also helps me in academic writing in many ways because academic writing is one of the best ways to judge the knowledge in a particular topic it also helped me to develop my professionalism. Moreover, the Gibbs model also helped me to know my weak points so that I could make more focus and practice more. This academic writing concept mainly helps me to know about my area of improvements which is required. This model also helps to understand the textual concept of the production (Aunurrahman, Hamied and Emilia, 2017). The main thing about Academic writing is it provides me with a platform where I can write about my particular experience and know my faults. In academic writing, the Gibbs model is very much clear about the idea and principles which helps me to practice as well as develop my sense and experience them. Academic writing really helps me a lot to develop my academic skills as well as it also helps me to develop and understand what I am studying. Gibbs model also helped me to develop my line of reasoning. The models also helped me to improve the language as well as the style for my academic discipline (Rose et al., 2020). Sometimes I used to take theory so that I could understand more. Academic writing also helps me to plan and make new things with my existing knowledge. Academic writing also helped me to understand my own perspective so that I can know the difference between them.

Academic writing also helped me to provide evidence about what I have done. By using private reflection I ensured that I get that full opportunity of learning without censoring myself or changing my language. The Gibbs model also helped me to choose how best my presentation was so that I could decide for myself. This also helps me to find out about my arguments as well as I used to take all important notes so that I can complete my work without any hesitations. With the help of the Gibbs method, I got succeed in my mathematical as well as technical problems. Developing all my arguments as well as all my problems completely succeeds in all my academic writing skills. The Gibbs model also taught me that academic writing can also be reflected in a formal and structured way so that it helps to structure the outset of the thoughts.

Paraphrasing

Paraphrasing refers to the ability of an individual to explain and interpret similar information in different manners. Paraphrasing learning is essential for strong and successful academic writing. This report will explain my reflection on paraphrasing learning. I have used Gibbs' model of reflection for analysing and evaluating my paraphrasing learning in an effective and organized way. In my academic journey, there were many assignments, dissertations in my syllabus where I have been told to use different resources to gather information and write in my own words in assignments without changing the meaning and length of writing. Professors said that plagiarism that means similar writing from any sources is not allowed in assignments or dissertation. I was unable and weak to paraphrase a sentence or paragraph because first of all there was little weakness in the English language and the second problem was my inefficiency in paraphrasing (Rogerson and McCarthy, 2017). In higher study assignments carry huge marks. I have gone through many difficulties in making my projects even when it was group work. My teachers used to return my projects for correction too many times. My confidence went down. Then this situation gave me the reason to think about practicing and learning paraphrasing. I started practising reading paragraphs before paraphrasing which is the first step to learn this writing technique. I used to write and check the similarity (Gasparyan et al., 2017). Frustration was the result of making major mistakes in writing and my project group had to suffer for me but when i started practicing then i have noticed that my mistakes have slowly decreased.

In the end practice has made me able to paraphrase. According to Gibbs model from the evaluation of my learning it is found out teacher's feedback acts as a great tool to correct my mistakes. Some friends behaved bad with me which gave me the challenge to learn paraphrasing. Finding research papers and gathering information was quite difficult and time consuming. Analysis of learning helped me to identify my mistakes, I have identified that I was overconfident that writing is an easy process, plagiarism was a new term to me. I did not give much time earlier in paraphrasing writing practice which is an important technique of writing. From the academic journey of paraphrasing learning it can be concluded that paraphrasing learning made me able to write from different resources in my own words without changing the meaning and length of writing (Na and Nhat Chi Mai, 2017). I will practice it more and I think it will help me in my future profession.

Summarising

Summarising is an important part of writing because the summary paragraph provides the idea about the whole writing. Summarization means creating a condensed and concise version from a huge amount of information that mentions the key points (Hariyadi et al., 2018). All books, research papers, projects, assignments, presentations have summary parts, so learning to create a summary from a long writing and huge information is necessary for academic journey and professional journey as well. I have also learned summarisation from this module. I have used Gibbs model of reflection to analyse and evaluate my summarising learning progress in a structured way. When different assignments, projects had to be submitted, the other difficult area where I made lots of mistakes was to create a short dense summary paragraph. There was always a word count limit but I was unable to make a concise summary. Either the summary has been made long or there was always missing some important information in that summary. One day this inefficiency left me in the worst situation while delivering a short presentation in class. Gibbs model helped me to evaluate this situation.

The positive factor of this situation is I have read lots of papers with summary and also a summary of some books which gave me the idea that how to include only important information and avoid unnecessary words and information (Boahen, 2018). It helped me to understand the way of summarising a long writing. The negative factor was my ignorance in reading which is the main thing to create a summary. Lack of reading negatively contributed to this situation. Analysis of this situation helped me to understand that lots of reading, writing key points during the reading, writing small bullet points during classes are necessary which provide the ability to make a summary. I always focused on finishing my study syllabus and writing notes but never focused on some other important thing that is necessary besides the syllabus.

Finally, the conclusion part of the Gibbs model came which helped me to reach the conclusion about my learning journey of summarising. It can be concluded that summary is the main part of a writing or anything which gives the whole idea about the concept in short. I need to develop my reading skill. I could have given more time to my reading instead of wasting time. But summarising learning was very much beneficial for me which increased my ability to write in more precise form. Next time before creating the summary I will read it several times then will write some short bullet points. I think these practices will make the summary creation process easier.

Conclusion

From the above discussion it can be stated that Gibbs Reflection Cycle is a model of reflection which helps people to learn from different situations through six stages which are description, feelings evaluation, analysis, conclusion and action plan. Through the six stages of the Gibbs model, an individual can examine, analyse and evaluate one particular situation and learn from it. This model is well accepted and popular because it can be understood and used very easily. People can make sense of their experiences by using this model. I have analysed my learning experience of time management, academic writing, paraphrasing and summarising by using the Gibbs model of reflection. Gibbs model helped me to practice more to gain time management skills. I have implemented different techniques for time management. This model helped me to develop my academic writing skill. There were weaknesses in paraphrasing and summarising skill, which I have developed through Gibbs model analysis. I will be aware of these factors in future. I will practice and learn more about these skills which will prevent me from making mistakes in my professional field in future.

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