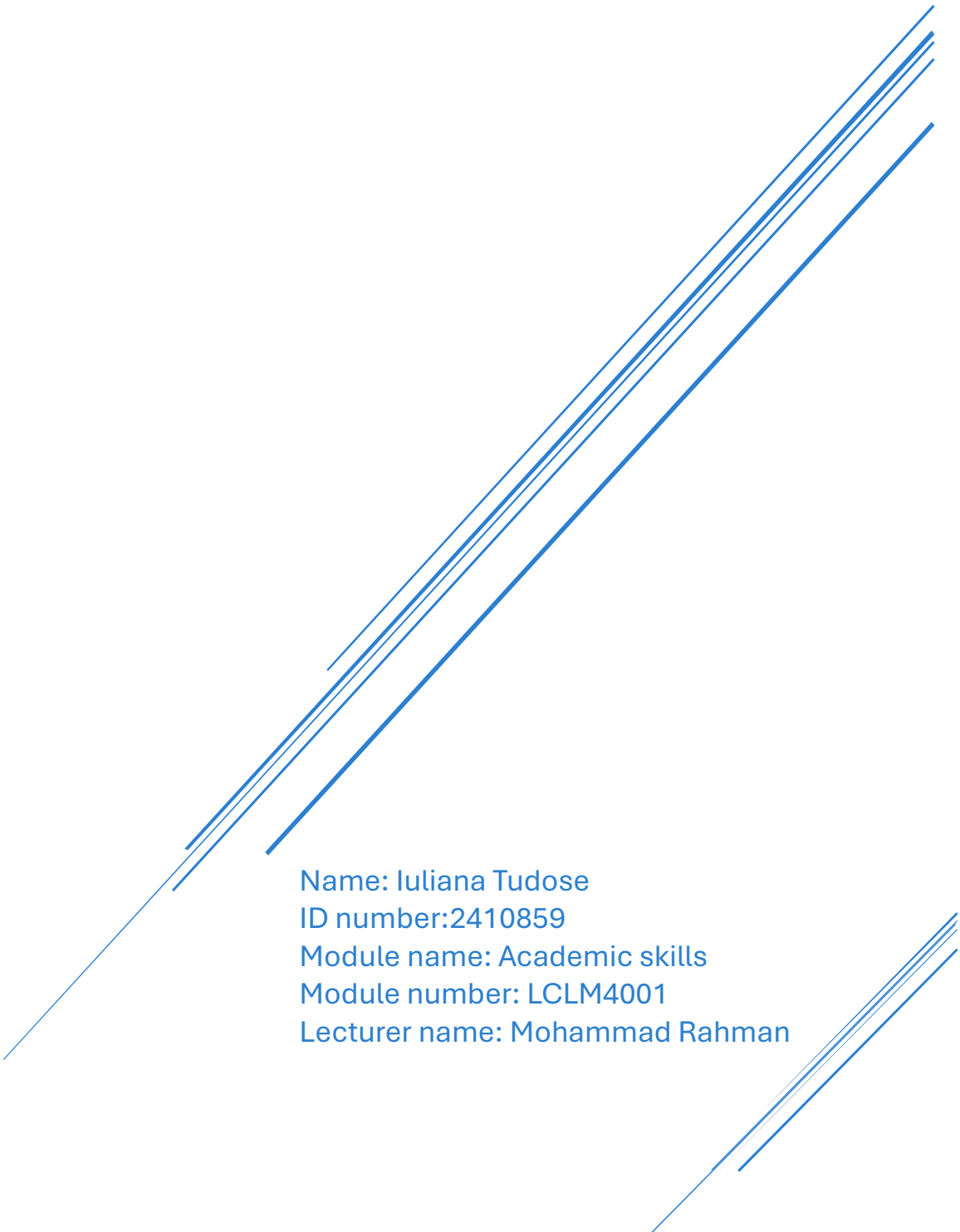


REFLECTIVE REPORT

The page features several decorative blue lines. A large set of four parallel lines runs diagonally from the bottom left towards the top right, passing behind the student information. Another set of four parallel lines runs diagonally from the bottom right towards the top left, also passing behind the student information.

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Table of Contents

Abstract:	2
Introduction:	2
Reflective writing and practice:	2
Gibbs's Reflective Cycle	2
Note-taking.....	3
Diagram notes	3
Mind map	3
Linear note	3
Tabular notes	4
Cornell notes	4
Academic writing skills	4
Paraphrasing skills.....	5
Conclusion:	5
References:.....	6

Abstract:

During Academic Skills Module, I gained important knowledge, which I hope, will reflect on my report. Reflective report is the third and last task of the module and therefore the most important, giving me the opportunity to write my very first academic report based on all information presented to us during the ten weeks of the module.

Introduction:

Reflective writing and practice:

Reflective writing is a new challenging experience for me, as a student and I will try to structure my report based on what I have learned, with my lecturer support and following Gibbs's reflective method. Reflective writing is the action of reflective thinking regarding something occurred previously which needs to be understood and evaluated in essence. Reflective thinking is helping us expand our knowledge using critical thinking, however this is essential for writing reports, stating Cottrell (2024, p 265).

Gibbs's Reflective Cycle

Professor Graham Gibbs developed in 1988 a reflective cycle having six stages, which allows individuals to describe a recall experience on own words. According to the next picture I will explain every stage as following:



(McLeod, 2024)

Description is narrating the experience, locating it in time and space, without emotional involvement.” The goal is to paint a clear picture of what happened...” (McLeod, 2024)

Feelings is the stage that explain the emotional impact of event, on anyone involved.

Evaluation determinates positive and negative aspects considering describing them equally.

Analysis is using an “outside inside” description of experience, considering a view from different angles and “This stage requires critical thinking...” (McLeod, 2024)

Conclusion will talk about knowledge gained through the experience and what further actions are required to improve.

Actions is the stage will expect all the above stages to form a mechanism which function.

Note-taking

Note-taking is an important strategy playing a huge role in a more structured and complex learning, increasing information absorption. One important aspect of taking notes is the effectiveness, McPherson (2018, p6) stating “Several factors affect whether or not note-taking is effective” so taking notes would not be enough without considering all the important aspects like consistence, reading effectively, level of understanding and how much information each individual can retain. Other advantages of note taking could include that is helping focusing on lecture or just having a record of lecture may be helpful at some point.

Diagram notes

Diagram notes are also known as spider diagram and the concept of it is to bring the main idea in centre of a paper, connecting from it more topics and subtopics, expanding it while thinking, adding more information may help you remember more.

Mind map

Mind map is one type of note taking which will start from one idea(though) and slowly adding more ideas, transforming them in a plan. The positive part of mind maps is that connections in between ideas can be displayed on one page, on the other hand if idea is expanding on more than one page, may become difficult to stay focused on the main idea.

Linear note

Linear notes is a common method of taking notes, as a positive side of it is that contains more information following the lecture order, they are not complicated, easy to understand, on the other hand may be higher in volume which absorbs more time.

Tabular notes

Tabular notes can be used to condense information in order to compare it. This type of notes can be useful for report preparation.

Cornell notes

Cornell notes will use a very comprehensive way to summarize the information.

As seen from definitions, each of technique is suitable in different circumstances, I am finding myself using mostly diagrams and linear note taking. With the abundance of the new information, writing down notes is helping me structuring and understanding the complexity of a subject, memorize more than just if I am trying to read over again same information, which also Cottrell (2024, p.235) is mentioning “Summarising material helps you remembering it.” Online material is coming in to hand, especially for highlighting or creating links is suggesting Cottrell (2024, p233) “You can cut down on some notetaking when using resources online by creating links, bookmarks, and equivalents.” On the other hand, can be overwhelming without good organization. Cottrell (2024, p 233) is advising, “when studying online, maintain a good record of sources so that you can cite these fully and correct ...”

I am considering taking notes is a powerful tool that will help me not just while studying, being on employment also.

Academic writing skills

Academic writing serving at bringing new conceptions, more knowledge and research into academic fields and is divided in two categories: student academic writing and expert academic writing. While rules will apply the same for both, purpose and theories differ. First one will serve students for preparing academic assessments in order to prove their knowledge to teachers/lecturers. Second one is used for publishing purpose such books or academic journals, will serve to other experts in the same field.

Academic writing should have a coherent expression, to be built in well-organised manner, without grammatical errors and must include references. Typical feature of academic writing will also determinate and differentiate it from other style of writing. Aside from a well-formed structure, academic writing requires critical thinking and this is involving reading. “Critical thinking when reading is essential to academic success...” (Cottrell 2024, p265)

Academic writing is a very important skill, I am considering it being the engine, therefore without a good academic writing is impossible to demonstrate all the other academic skills.

Paraphrasing skills

Paraphrasing is used to rewrite what someone else wrote, replacing the words and changing structure, while keeping the same meaning of information.

The purpose of paraphrasing is to indicate we understood the meaning of material presented, to present a shorter and straightforward version of the information and also avoid plagiarism.

Paraphrasing can be achieved in different ways: by using different words but serving same idea, modifying the structure of sentence (rearranging words differently in sentence), using polarity, like positive or negative language, or using the two grammatical voices (passive and active).

Paraphrasing skill it was one of the subjects where I was wondering “Why I should do it? What benefit I will have after that?”, having strong belief will not make any use of it after finishing studying. That is true, paraphrasing itself no, but the process is involving intensive research therefore reading and writing skills will be improved, it is writing Hirvela A., Du Q. “For teaching and learning purpose, especially, paraphrasing, because of what it asks students to do with the original source material, provides insight into how well students read (since comprehension is the first step toward paraphrasing) as well as write” in a journal presented to us by (uwtsd.ac.uk, 2024).

Finding now the purpose of paraphrasing, I will view it in a different way.

Conclusion:

Writing a report it is challenging, particularly coming as a new task. Reading, searching for resources, taking and making notes, altogether it is overwhelming. Reflecting over it, I found it demanding, although, I learned new skills, I gained more and new knowledge and by this I will become more confident on applying the new skills on my next reports.

Easy access to online resources, books, journals simplify the commitment, moreover with the fact is free of charge.

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